# Cape Fear Community College
# 2006-2007

*Lighting the pathway to lifelong learning*

# Catalog and Student Handbook

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# Cape Fear Community College

**WILMINGTON CAMPUS**
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**NORTH CAMPUS**
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*Affirmative Action / Equal Opportunity College*
*www.cfcc.edu*

# CATALOG 2006-2007

**VOLUME XXXVI** **APRIL, 2006**

# CAPE FEAR COMMUNITY COLLEGE

NOTE
The catalog and handbook are published for the purpose of providing information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the North Carolina State Legislature, the North Carolina Community College System, or by local conditions may make some alterations in curricula, fees, etc., necessary.

NON-DISCRIMINATION POLICY
Cape Fear Community College, its faculty and staff, and the Board of Trustees are committed to equality of educational opportunity. The College does not discriminate against applicants, students, or employees. Moreover, the College is committed to cultural diversity and actively seeks larger numbers of minorities within the College community. This policy applies to both students and employees at all levels of the Colleges operations.

ACCREDITATION
Cape Fear Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. The address and telephone number of the Southern Association of Colleges and Schools is 1866 Southern Lane, Decatur, GA 30033-4097 (404) 679-4500.

MEMBER OF
Cape Fear Community College is a member institution of the North Carolina Community College System, the League for Innovation in Community Colleges, and the American Association of Community Colleges.

CERTAIN PROGRAMS ARE ACCREDITED BY
Associate Degree Nursing: The National League for Nursing Accrediting Commission. The address and telephone number of the National League for Nursing Accrediting Commission is 350 Hudson Street, New York, NY,10014, 1-800-669-1656.

Criminal Justice Technology: The North Carolina Criminal Justice Education and Training Standards Commission. The address and telephone number of the North Carolina Criminal Justice Education and Training Standards Commission is NC Criminal Justice Standards Division, NC Department of Justice, 114 West Edenton Street, PO Drawer 149 Raleigh, NC 27602, (910) 716-6470.

Dental Assisting: The Commission on Dental Accreditation of the American Dental Association. The address and telephone number of the Commission on Dental Accreditation of the American Dental Association is 211 East Chicago Avenue, Chicago, IL 60611-2678, (312) 440-4653.

Dental Hygiene: The Commission on Dental Accreditation of the American Dental Association. The address and telephone number of the Commission on Dental Accreditation of the American Dental Association is 211 East Chicago Avenue, Chicago, IL 60611-2678, (312) 440-4653. The dental hygiene program is accredited without reporting requirements.

Occupational Therapy Assistant: The Accreditation Council for Occupational Therapy Education (ACOTE of the American Occupational Therapy Association (AOTA), located at 5720 Montgomery Lane, PO Box 3220, Bethesda, MD 20824-1220, (301) 652-AOTA.

Phlebotomy: The National Accreditation Agency for Clinical Laboratory Sciences, 8710 W. Bryn Marr Avenue, Suite 670, Chicago, IL 60631-3415, (773) 714-8880.

Radiography: The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, Il 60606-3182, Tel. (312) 704-5300, www.jrcert.org.

ADMISSION TO ANY AND ALL EDUCATIONAL PROGRAMS OFFERED BY CAPE FEAR COMMUNITY COLLEGE IS MADE WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, PHYSICAL HANDICAP OR OTHER NON-RELEVANT FACTORS.

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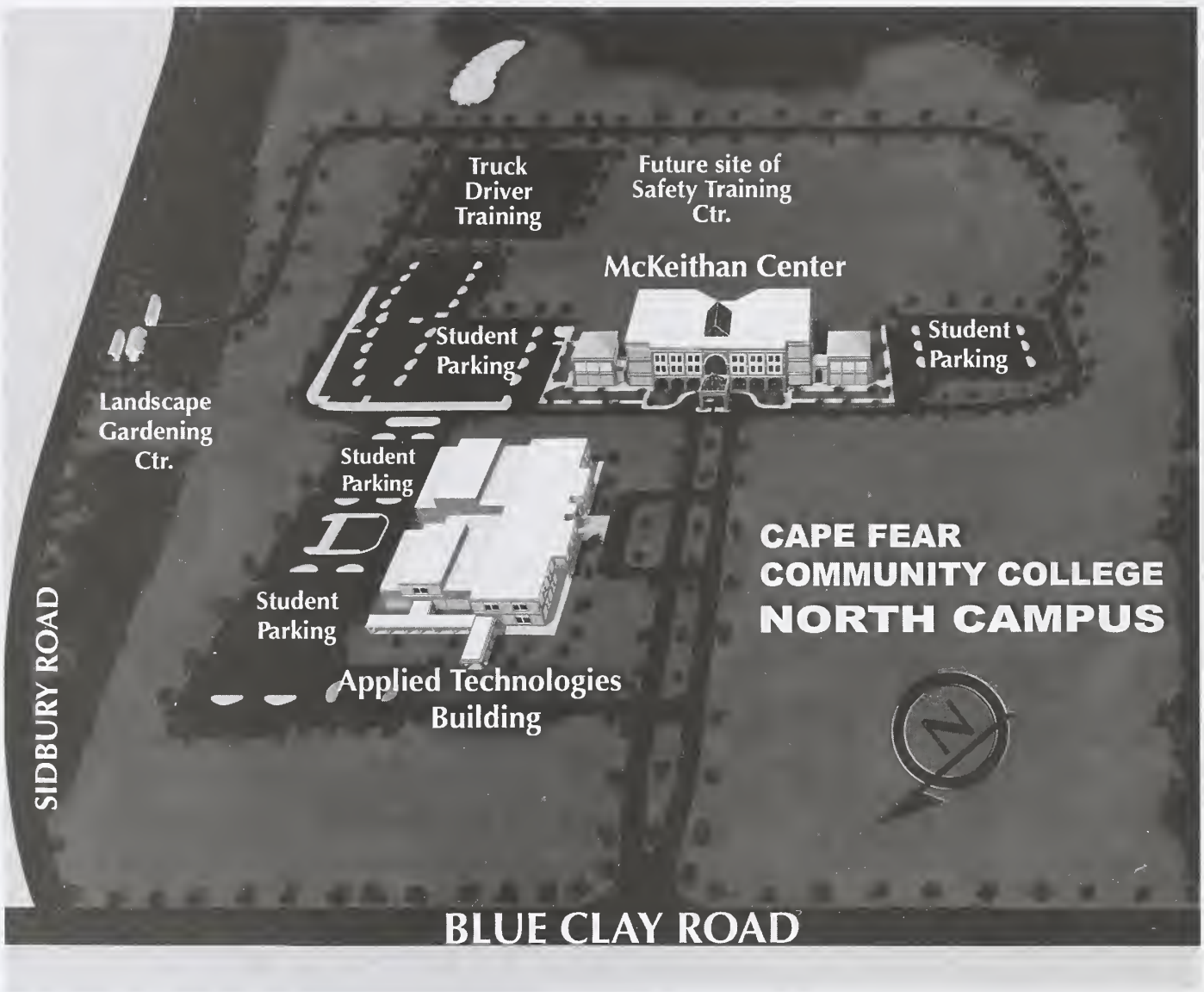

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# Performance Measures and Standards

Colleges must meet standards set on twelve performance measures adopted by the General Assembly and the State Board of Community Colleges effective July 1, 1999. Cape Fear Community College's performance on the twelve measures for the 2003-2004 reporting period is as follows:

| Performance Measure | Standard | CFCC Performance |
|---|---|---|
| **1. Progress of Basic Skills Students** | 75% of all adult literacy students are expected to progress within a level, complete a level or advance to next level. | 78% progressed |
| **2. Passing Rates on Licensure and Certification Examinations by First Time Test Takers** | Two standards must be met: 1. 80% aggregate institutional passing rate and 2. A minimum 70% passing rate on any single reported examination. | 1. Aggregate score: 91%<br>2. Individual scores:<br>Cosmetology- 89% (18)<br>Apprentice-100% (17)<br>Manicurist- 95% (20)<br>Esthetics- 94% (16)<br>Dental Hygiene- *<br>Radiography- *<br>LPN-100% (15)<br>ADN-89% (65)<br>EMT-86% (72)<br>EMT-P-100% (17)<br>EMT-I-74% (23)<br>BLET-93% (67)<br>Real Estate Sales- *<br>* = number too small to report without violating students' privacy |
| **3. Goal Completion of Program Completers and Non-Completers** | 95% surveyed must indicate they met their goals. | 98% |
| **4. Employment Status of Graduates** | 95% of graduates (adjusted for local employment) will be employed. CFCC's standard is 94% after adjustment for local employment. | 99.52% |
| **5. Performance of College Transfer Students** | 86.8% of college transfers are expected to achieve a GPA of 2.0 or better after 2 semesters at a UNC institution. | 83.8% of transfers achieved a GPA of 2.0 or better<br><br>82.4%- 24 or more semester hours;<br><br>85.0%- Associate Degree recipients |
| **6. Passing Rates of Students in Developmental Courses** | 70% of students completing a developmental course will have a grade of "C" or better. | 71% (Math-69% grade "C" or better; English-74% grade "C" or better) |
| **7. Success Rates of Developmental Students in Subsequent College-Level Courses** | There will be no statistically significant difference in the performance of developmental students as compared to the performance of students not required to take developmental courses. | There were no statistically significant differences in the performance of CFCC developmental students when compared to the performance of CFCC non-developmental students. |
| **8. Satisfaction of Program Completers and Non-Completers with Programs and Services of the College** | 90% surveyed will report being satisfied with the quality of CFCC's programs and services. | 97% satisfied |
| **9. Curriculum Student Retention and Graduation** | 60% of the fall semester cohort will graduate or will still be enrolled the following fall semester. | 70% graduated or are still enrolled. |
| **10. Employer Satisfaction with Graduates** | 85% of employers surveyed will report satisfaction with preparation of the community college students. | 97% of employers reported satisfaction. |
| **11. Client Satisfaction with Customized Training** | 90% of businesses/industries surveyed will report satisfaction with the services provided by CFCC. | 100% satisfied |
| **12. Program Enrollment** | An average of 10 students per program over a three-year period. | All CFCC programs met this standard. |

For more detailed information about the Performance Measures and Standards, visit the Cape Fear Community College's Institutional Effectiveness web page at http://cfcc.edu/ie/measures.htm.

# *President's Welcome*

Thank you for considering Cape Fear Community College as you make decisions about education and training—decisions that are critical to your future. The entire College family—fellow students, faculty and staff, trustees, and CFCC friends and supporters—joins me in inviting your review of this catalog. Then call and arrange to visit the campus. It would be our pleasure to show you around and to answer any questions.

CFCC offers small classes, personable college staff, and lots of individual assistance for students throughout the course of their studies. This support system—in combination with your dedicated efforts—is a winning formula.

Your future begins now—welcome to Cape Fear Community College!

Eric B. McKeithan
President, Cape Fear Community College

# *State Board of Community Colleges*

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Durham Technical Community College
Student Representative

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Ms. Linda J. Wilson ..... Wilmington, NC
President, Student Government Association ..... CFCC

# *Mission Statement for the North Carolina Community College System*

The mission of the North Carolina Community College System is to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well-being of individuals by providing:

- Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs.
- Support for economic development through services to and in partnership with business and industry.
- Services to communities and individuals, which improve the quality of life.

*Adopted by the State Board of Community Colleges, October 1993; revised March 1994, April 1994; reaffirmed January 1998; affirmed October 21, 1999 by System Planning Council.*

# *Mission Statement for Cape Fear Community College*

Cape Fear Community College is an open door, multi-campus, comprehensive community college that strengthens the academic, economic, social and cultural life of the citizens of New Hanover and Pender counties.

As a member of the North Carolina Community College System, Cape Fear Community College fully supports the system mission and fulfills its purposes by:

- Focusing on vocational, technical, pre-baccalaureate, literacy education, and continuing education programs and services;
- Recruiting, enrolling, advising and retaining a diverse student body;
- Recruiting, retaining and developing a highly qualified and diverse faculty and staff who are dedicated to quality education and service to the College and the community;
- Evaluating existing programs and implementing new curricula and instructional strategies to serve the changing needs of the service area;
- Providing support services that help students succeed;
- Enhancing student life through clubs, cultural activities, leadership opportunities, and athletics; and
- Interacting and cooperating with others to encourage, promote and facilitate economic and community development.

*Approved by the CFCC Board of Trustees, March 23, 1995; revised January 18, 1996; revised November 19, 2003; reaffirmed January 26, 2006.*

# *Cape Fear Community College Vision Statement*

"Cape Fear Community College: Building a future-oriented world-class workforce and a community of lifelong learners in partnership with regional businesses and agencies. Imagine the possibilities!"

*Approved by the CFCC Board of Trustees, March 26, 1998.*

# *The College*

Cape Fear Community College is a comprehensive community college that offers education and training services through numerous (1) **TECHNICAL/VOCATIONAL CURRICULA** in such broad areas as health care, business, engineering technologies, computer sciences, architecture/construction/interior design, law enforcement and numerous other fields, (2) **COLLEGE TRANSFER/UNIVERSITY PARALLEL** studies in the freshman and sophomore years of baccalaureate programs, and (3) a host of **CONTINUING EDUCATION** programs that can be broadly clustered into such categories as Basic Skills (including Adult High School and GED, among other programs), Occupational Extension (custom-designed training related directly to the in-service training needs of various professions), and Community Services/Self-Supporting classes that may include a wide range of avocational interests.

The core of the College's mission is world-class workforce development.

CFCC is one of fifty-nine institutions comprising the North Carolina Community College System. The North Carolina Community College System and its constituent institutions operate in accord with legislation enacted by the North Carolina General Assembly and as contained in Chapter 115D of the North Carolina General Statutes. Governance of Cape Fear Community College is further defined by policies, rules, and procedures as promulgated in accord with state and federal laws by the North Carolina State Board of Community Colleges, the Cape Fear Community College Board of Trustees, and College officials.

The service area of Cape Fear Community College includes New Hanover and Pender counties with a campus located in Wilmington, and a center in Burgaw. An additional North campus opened in Fall 2002 in the northern section of New Hanover County. Several CFCC technical and vocational programs are unique to southeastern North Carolina and to the state as a whole, and the College therefore serves as a regional provider of workforce training. The number of different students annually enrolling at the College typically exceeds 25,000.

# *Calendar 2006-2007*

## Fall 2006

New Student Orientation/Registration (By invitation only)
(Tuition due at time of registration)..... August 16
Fall In-Service for College faculty & staff ..... August 17
Registration/Drop/Add 8:00 a.m.-7:00 p.m. ..... August 18
Classes Begin ..... August 19
Late Registration/Drop/Add/Concurrent Enrollment
(Last day to register for classes)..... August 21
Drop/Add Only ..... August 22
Last day for tuition refund (75%) All Classes ..... August 30
Labor Day-College Closed ..... September 4
Grade of "W" begins
(Instructor signature required).....August 31-September 22
Grade of "WP/WF" begins
(Instructor signature required)..... September 25-November 14
Fall Break (No classes Faculty/Students) ..... October 6-7
Classes Resume.....October 9
Advisement for Spring 2007
(Currently enrolled students only)..... October 23-November 10
TRAC Registration for Spring 2007
(currently enrolled students only)..... October 23-November 30
Grade of "WP/WF" begins (Instructor & Department Chair
signature required).....November 15-December 15
Last Day to file "Intent to Graduate" for Fall 2006 .....November 21
Thanksgiving Break-No Classes..... November 22-25
Thanksgiving Holiday-College Closed..... November 23-25
Classes Resume.....November 27
Classes End ..... December 16
Holiday-College Closed..... December 22-26, January 1

Refund of Tuition
100% through August 18
75% through August 30
None thereafter

## Spring 2007

Registration/Drop/Add 8:00 a.m.-7:00 p.m. ..... January 4
Spring In-Service for College faculty & staff..... January 5
Classes Begin ..... January 6
Late Registration/Drop/Add/Concurrent Enrollment
(Last day to register for classes)..... January 8
Drop/Add Only ..... January 9
Martin Luther King Holiday-College Closed ..... January 15
Last day for tuition refund (75%) All Classes ..... January 18
Grade of "W" begins
(Instructor signature required) ..... January 19-February 9
Grade of "WP/WF" begins
(Instructor signature required) ..... February 12-April 10
Last Day to File an "Intent to Graduate" for Spring 2007. March 16
Spring Break (No classes-Faculty/Students) ..... April 2-April 7
Classes Resume..... April 9
Advisement for Summer/Fall 2007
(Currently enrolled students only)..... April 9-April 27
*TRAC Registration for Summer 2007
(Currently enrolled students only) Tuition due at time of TRAC
registration for summer ..... April 9-April 20
Azalea Festival-College Closed..... April 14
Grade of "WP/WF" begins (Instructor & Department Chair
signature required).....April 11-May 7
Easter Holiday-College Closed..... April 6
Classes Resume..... April 9
TRAC Registration for Fall 2007 (Currently enrolled
students only) (tuition due 7/30)..... April 24-June 1
Classes End ..... May 7
Commencement ..... May 11

Refund of Tuition
100% through January 5
75% through January 18
None thereafter

*TRAC Registration dates are subject to change.
Please check class schedule.

## Summer 2007

**10 week session (5/22-8/1)**
Registration/Drop/Add..... May 21
Classes Begin ..... May 22
Late Registration/Drop/Add..... May 22
Last Day for Tuition Refund (75%) ..... May 24
Memorial Day - College Closed ..... May 28
Grade of "W" begins
(Instructor signature required).....May 30-June 12
Grade of "WP/WF" begins
(Instructor signature required ..... June 13-July 16
Advising Center opens for Fall
and Registration/Drop/Add-Fall..... June 4-July 26
2nd mini session Registration (Summer tuition due at time
of registration) .....June 4-June 26
Last day to file an "Intent to Graduate" for Summer 2007... June 28
Independence Day - College Closed.....July 4
Grade of "WP/WF" begins (Instructor and Dept. Chair
signature required).....July 17-Aug. 1
Fall tuition due .....July 30
Classes End .....Aug. 1
Commencement .....Aug. 3

Refund of Tuition
100% through May 21
75% through May 29
None thereafter

**SUMMER 1st SESSION 2007**
Registration/Drop/Add..... May 21
Classes Begin ..... May 22
Late Registration/Drop/Add..... May 22
Last day for tuition refund (75%) ..... May 24
Grade of "W" begins (Instructor signature required) May 25-June 1
Memorial Day - College Closed ..... May 28
Grade of "WP/WF" begins
(Instructor signature required).....June 4-June 18
Advising Center opens for Fall and
Registration/Drop/Add-Fall..... June 4-July 26

2nd mini session Registration
(Summer tuition due at time of registration) ..... June 4-June 26
Grade of "WP/WF" begins (Instructor & Dept. Chair
signature required) ..... June 19-June 26
Classes End ..... June 26
Last day to file an "Intent to Graduate" for Summer 2007 ... June 28
Fall tuition due ..... July 30
Commencement ..... Aug. 3

Refund of Tuition
100% through May 21
75% through May 29
None thereafter

**SUMMER 2nd SESSION 2007**
Advising Center opens for Fall and
Registration/Drop/Add-Fall ..... June 4-July 26
2nd mini session Registration (Summer tuition due at time
of registration) ..... June 4-June 26
Late Registration/Drop/Add ..... June 26
Classes begin ..... June 27
Last day to file an "Intent to Graduate" for Summer ..... June 28
Last day for tuition refund (75%) ..... June 29
Grade of "W" begins (instructor signature required) .... July 2-July 9
Independence Day - College Closed ..... July 4
Grade of "WP/WF" begins
(instructor signature required) ..... July 10-July 24
Grade of "WP/WF" begins
(instructor & dept. chair signature required) ..... July 25-Aug. 1
Fall tuition due ..... July 30
Classes End ..... Aug. 1
Commencement ..... Aug. 3

Refund of Tuition
100% through June 26
75% through June 29
None thereafter

# *Admissions*

CFCC operates under an open door policy. This means that the College offers instruction to all adults. So if you are 18 years of age or older, or if you have a high school diploma or equivalent, and can benefit from courses and programs offered by our College, WE WELCOME YOU.

While CFCC advises all students to seek a high school diploma or equivalent, admission to certain certificate programs may be granted without prior completion.

## Selective Admission/Health Science Programs

Certain CFCC academic programs have additional entrance requirements. Students applying for admission to those selective admission programs must meet general college admission requirements as well as specific program requirements.

Each of the selective admission programs requires that applicants be a high school graduate or have a GED, meet the minimum placement test scores required for the specific curriculum program and complete the program application process by the deadline established for that particular program. Prior college course completion with a grade of "C" or better in English and math could eliminate the placement test requirement. Students will need to consult with counselors.

Selective admission programs include: Associate Degree Nursing, Dental Assisting, Dental Hygiene, Nursing Transition, Occupational Therapy Assistant, Pharmacy Technology, Phlebotomy, Practical Nursing, Radiography and Sonography.

Students may visit the Counseling Office for specific program requirements and applications.

## Admission of Transfer Students

1. Transfer students must complete CFCC's admission requirements.

2. Credits are transferred from regionally accredited institutions. Courses are transferred that compare in content, quality and credit hours to those offered at CFCC. CFCC will accept all courses completed with a grade of "C" or above from other North Carolina Community Colleges that apply to the student's program of study.

Transcripts of course work completed at a college or university located outside of the United States must be accompanied by (1) a certified English translation and course evaluation (2) course descriptions if transfer credit is needed. Contact the Director of Enrollment Management for acceptable translation and evaluation agencies.

3. Only courses with a grade of "C" or better will be transferred from other institutions to CFCC.

4. Credits transferred from other institutions will be denoted on the students CFCC transcript by "CT" (Course Transfer). Grades achieved at other institutions will not be used in the grade point average computation at CFCC.

5. Credit gained through advanced placement testing, experiential learning or proficiency testing will not be transferred directly as course work to CFCC.

6. Students should have official copies of all transcripts submitted early enough so that evaluation of transfer credit can be completed prior to registering for classes. Transfer credit for those transcripts received during the registration process will be completed by the end of the first academic session of enrollment. Faxed transcripts are not acceptable.

7. To receive a degree, diploma or certificate from CFCC, transfer students must complete at least 25 percent of program requirements at CFCC.

## Re-Admission of Curriculum Students

Students (including CFCC graduates) returning to CFCC who have not been enrolled for a minimum of 3 years must submit a new Admissions Application. Students must also meet the admissions requirements for the current program of study including evaluation of all coursework earned at CFCC and other institutions.

## Admission of Transient Students

Transient students are those who are admitted and enrolled in another college or university and wish to enroll in CFCC as a full-time student for one academic session.

Transient students must:

1. Submit a completed CFCC Admission Application.
2. Submit written permission from their home institution to enroll in CFCC.
3. Provide verification of completion of applicable prerequisites prior to enrolling in CFCC courses.

## Provisional Admission

Students whose official high school transcripts have not been received by the Admissions and Records Office at the time of registration may be admitted provisionally. All admissions requirements must be met within thirty (30) calendar days from the first day of the academic session. Those students who do not meet admissions requirements within thirty (30) calendar days may be dropped from courses and will not be allowed to register until all admission requirements are met. Provisional admittance is granted during Late Registration only. Students must take the placement test prior to registration meeting any prerequisites.

NOTE: Official post-secondary transcripts are required; faxed transcripts are not acceptable.

## Admission Policy for Students Under the Age of 16

According to NC General Statute 115D-1.1 adopted during the 2001 session of the North Carolina General Assembly and re-instated in the 2005 session, intellectually gifted and sufficiently mature students under the age of 16 years may be admitted to Cape Fear Community College provided they also meet specific admissions criteria of CFCC.

Cape Fear Community College is organized to provide education and training primarily for adult students. The college cannot provide the level of supervision for students under the age of 16 normally provided in other schools designed specifically for such young students. Moreover, the content and physical abilities required of participants in certain courses are designed for mature and/or physically capable adults. Therefore, it is the policy of Cape Fear Community College that the admission of any student under the age of 16 in classes other than those formally known as Huskins bill programs shall require that parents/legal guardians of such underage students must sign a Consent and Agreement/statement of Indemnity form available from the CFCC Admissions office. Contact the Admissions office to obtain an admissions packet for Under 16 Academically Gifted students.

## Admission as a Non-Degree Seeking Student Special Credit

Students who are 18 years of age or older or have a high school diploma or equivalent but do not wish to enter degree or diploma programs may enter CFCC as "special credit" students. Students admitted as special credit students may carry only a part-time course load and must have their registration card approved by a counselor. **Special credit students must satisfy course requirements with placement testing or official post-secondary transcripts.** Official post-secondary transcripts are required; faxed transcripts are not acceptable. Admission as a special credit student does not constitute admission to any curriculum program. Special credit students may register part-time (no more than eleven (11) credit hours) in any given semester and no more than eight (8) credit hours during the Summer Session. Special Credit students may accumulate a total of eighteen (18) credit hours before being required to meet all admission requirements.

Students who enter a curriculum program from Special Credit status and receive VA benefits or Financial Aid must meet all admissions requirements prior to time of registration. Exceptions are programs which do not culminate in a degree, diploma or certificate and admissions requirements do not apply to these programs.

## Special Credit - Lifelong Learners

Students who have no desire or intention to work toward a degree, diploma, or certificate and wish to take classes for personal development, enrichment, or simply for the joy of

learning may enroll as Lifelong Learner. To be admitted as a Lifelong Learner, the student need only submit a completed college application for admission. Students admitted as Lifelong Learners may carry only a part-time course load and must have their registration approved by a counselor. Lifelong Learners must meet and verify course prerequisites including placement testing. Official post-secondary transcripts are required; faxed transcripts are not acceptable. Admission as a Lifelong Learner does not constitute admission to any curriculum program. A Lifelong Learner who wishes to be reclassified as a regular student **must** complete admission requirements as outlined in the General Admissions Process in this catalog. Lifelong Learners are not eligible to receive financial aid or Veteran's benefits.

## High School Students Enrolling in CFCC Classes-Gateway Program

### Concurrent Enrollment/Huskins Classes

The New Hanover and Pender County Boards of Education encourage their students to participate in academic opportunities to enhance the students' educational goals. Cape Fear Community College, in cooperation with the New Hanover and Pender County Boards of Education, offers high school students college enrollment opportunities under the Huskins and Concurrent Enrollment Programs. Tuition is waived for students enrolled in these programs. College credits will be awarded upon successful completion of courses.

**Huskins classes** are CFCC classes intended solely for high school students on high school and CFCC campuses. Students must be 16 years old or high school juniors and seniors at the time of enrollment. Tuition is waived, but students are responsible for books. Student activity and technology fees apply only to students taking classes on CFCC campuses or students desiring on-campus services.

The Dean of Vocational Technical Programs can extend Huskins opportunities within the Vocational Technical Division to high school freshman and sophomores in exceptional circumstances.

**Concurrent Enrollment** is enrollment in regular college classes by high school students who are at least 16 years old. High school students from other surrounding counties as well as home school students are eligible for concurrent enrollment. Concurrently enrolled students **can only register for classes during Late Registration** on a space available basis. See CFCC Academic Calendar in the front of this catalog for Late Registration dates. The student must be taking at least three non-block schedule or two block schedule courses at her/his high school and must be making satisfactory progress toward graduation as determined by her/his high school principal. Tuition is waived, but students are responsible for student activity and technology fees and books.

The public school or home school administrator of the school in which the Huskins or Concurrently Enrolled student is enrolled must initiate enrollment action. The high school principal or home school administrator and the Huskins/Concurrent Enrollment Counselors in the Admissions Office of Cape Fear Community College must approve individual student applications.

A high school student who wishes to enroll in curriculum classes must demonstrate the academic skills necessary to perform at the college level. Students must meet the same prerequisite and course admission requirements as adult students. Students are required to take a placement test (Accuplacer or ASSET) to meet established minimum requirements. Placement testing may be waived upon receipt of official SAT or ACT scores that meet established score requirements.

## Admission of Out-of-State Students

Out-of-state students are admitted under the same admissions requirements as residents of North Carolina. Residency classification for out-of-state students will be determined at the time of admissions according to the laws of the State of North Carolina. General Statute 116-142.1 specifically states that to qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Furthermore, a person must establish that his or her presence in the state currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education. Special rules and circumstances may affect the assessment of domicile for minors, married persons, active members of the armed forces and their dependents, aliens, federal personnel and prisoners. Exceptions are also made for families transferred by business within the past 12 months (up to 1% of total out-of-state students), students with employer-paid tuition, lawfully admitted public high school graduates, non-profit corporation sponsorships, teacher certifications, emergency workers and persons 65 years or older.

Applicants wishing additional information about the laws of North Carolina governing residency classification for students should contact the Director of Enrollment Management's office where copies of the law are maintained.

It is the student's responsibility to provide the College with the necessary information to prove in-state status. If a student wishes to apply for a change of status consideration, he/she must submit a Resident and Tuition Status Application (available in the Admissions and Records Office and the College's website) to the Director of Enrollment Management. At least two forms of legal documentation supporting a student's claim for in-state status must be attached at the time you submit this application. If the student chooses to appeal the classification assigned by the Director of Enrollment Management, he/she must file a written appeal to the Director of Enrollment Management within ten (10) days following the director's notification of residency status (electronic submissions are not acceptable). The appeal will then be forwarded to the Residency Status Subcommittee of the Judicial Board of CFCC who will review

the appeal and make a determination to either uphold or reverse the applicant's residency classification. Should the student choose to appeal the determination of the Appeals' Committee, he/she may appeal to the State level by filing a written appeal to the Director of Enrollment Management within ten (10) days following the Appeals Committee's decision (electronic submissions are not acceptable). This appeal must include a statement of intent and grounds for appeal. The decision of the State Appeals' Committee is final.

## Admission of International Students

Cape Fear Community College does not issue the I-20 necessary to obtain a student visa.

Any foreign individual who possesses proper documentation can attend CFCC. Copies of valid documentation must be submitted at the time the student makes application to the College. Most visas are acceptable except B1, B2, and student visas. For further information concerning international student admissions, contact the Director of Enrollment Management.

# *General Admissions Process*

**New students should complete all admission requirements at least two weeks prior to registration.**

1. **APPLICATION** An application for admission must be submitted prior to placement testing and registration.

2. **OFFICIAL HIGH SCHOOL OR GENERAL EDUCATIONAL DEVELOPMENT (GED) TRANSCRIPT** An official high school or GED transcript from a regionally accredited institution which indicates the date of graduation must be submitted to CFCC. Official transcripts are those received either by mail or by hand-delivery to CFCC in the original, sealed envelope from the awarding institution or agency. Home schooled students must submit a copy of the home school's approved registration from the state in which they are registered. Written documentation of completion of competency testing is also required.

3. **OFFICIAL COLLEGE TRANSCRIPT(S)** Official college transcripts from all regionally accredited institutions of higher education previously attended must be submitted to CFCC.

4. **PLACEMENT TESTING** Students are required to take a placement test or qualify for a waiver as indicated below prior to acceptance into a curriculum program. (There is no charge for the placement assessment). All or parts of the placement assessment requirement may be waived upon receipt of official transcripts if the applicant:

- has satisfactorily completed college level English and/or Mathematics course above the developmental level.
- has made the following minimum scores within the last five years on the Scholastic Aptitude Test (SAT): Verbal/Writing/Critical Reading-470; Math-450; ACT Verbal-19; Math-18 and has submitted proof of this to the Admissions Office.
- has achieved CFCC's cut-off scores for desired curriculum program by submitting official ASSET, COMPASS or Accuplacer scores taken within the last five years.
- placement assessment requirements may be waived for developmental course credit earned, with a "C" or better, at a school in the North Carolina System; or
- has successfully completed developmental courses at other institutions.

Students will need to consult with counselors.

Students and prospective students may take the ASSET or Accuplacer or combination of tests twice (2 times) in twelve (12) consecutive months (one initial test and one retest).

5. **MEDICAL EXAMINATIONS** A medical history is required for specific program admission or completion. Students are notified of this requirement as applicable to their programs of study. Selected programs within the college may require drug screening prior to final acceptance into the program. Contact Counseling for further information.

# *Services To Students*

## Where to go for What

| | |
|---|---|
| Absences | Instructor |
| Academic Advising | Assigned Faculty Advisor |
| Academic Honors | Catalog/Admissions and Records |
| Academic Probation | Catalog/Counselors |
| Admissions | Student Development |
| Address Change | Admissions and Records |
| Advanced Placement | Counseling |
| Attendance | Instructor |
| Books/Supplies | Campus Bookstore |
| Bulletin Boards | Student Development |
| Career Counseling | Career and Testing |
| Change Program/Major | Counseling |
| Clubs and Organizations | Student Activities |
| Course Selection | Advisor/Counselor |
| Drop a Course | Instructor/Admissions and Records |
| Emergencies | Student Development |
| Fees | Business Office |
| Financial Aid | Financial Aid Office |
| First Aid | Labs/Student Development |
| General Interest Courses | Continuing Education |
| Grading System | Catalog/Admissions and Records |
| Insurance | Business Office |
| Job Placement | Career and Testing |
| Lost & Found | Switchboard Operator |
| Parking Permits/Regulations | Business Office |
| Personal Counseling | Counseling |
| Registration | Student Development |
| Student I.D. Card | Student Activities |
| Testing | Career and Testing |
| Transcripts | Admissions and Records |
| Transfer Counseling | Advisors/Counseling |
| Tutoring | Learning Lab |
| Veterans | Financial Aid |
| Withdrawal from a Course | Admissions and Records |

## Campus Visits

Cape Fear Community College encourages prospective students and parents to visit the campus and tour our facilities. Guided tours may be scheduled Monday through Friday between the hours of 10 a.m. and 2 p.m. by contacting the office of the Director of Enrollment Management. Appointments are necessary to ensure that appropriate staff will be available to answer questions. Information pertaining to academic programs, student services, and the admissions/registration processes will be presented during the tour.

## Orientation

The Student Development Department offers orientation programs prior to the start of each academic session to acquaint new students to the College, its facilities, resources, services, activities, organizations and policies. Students accepted to the College will be invited to attend orientation. An online orientation program is also available on the College's website at www.cfcc.edu for distance learners.

All new students are encouraged to take advantage of these programs to maximize their opportunities at CFCC.

## Campus Cruiser

Campus Cruiser is a web-based portal that links all aspects of campus life to create a community environment. It provides services such as e-mail, campus announcements, message boards, calendars, and discussion groups. Students are encouraged to check Campus Cruiser on a regular basis to receive important college information. A link to Campus Cruiser is on the College's website at www.cfcc.edu.

## Counseling

Confidential academic, personal, and career counseling services are provided on an ongoing basis to all students. The counseling staff is available Monday through Thursday from 8 a.m. to 6 p.m. and on Friday from 8 a.m. to 5 p.m. unless otherwise posted. Summer hours may vary. Students are seen on a walk-in basis or appointments may be made by calling (910) 362-7017.

The professional counseling staff is experienced in assisting students in developing skills and attitudes needed to deal effectively with their academic environment.

Students who are uncertain in selecting their major course of study or who are experiencing academic difficulty are encouraged to seek the assistance of a counselor. Students with personal concerns that may interfere with their academic success are also urged to seek guidance from the counseling staff.

When appropriate, the counseling staff may make (with the student's permission) referrals to community resources/agencies.

## Disability Support Services

Cape Fear Community College and all employees shall operate programs, activities, and services to ensure that no otherwise qualified individuals with a disability shall be excluded from

participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disability. Disability Support Services provides numerous services that assist students in reaching their academic goals. Assistance may include services such as registration assistance, personal counseling, auxiliary aides, student advocacy, interpreters for the hearing impaired, academic aides, assistive technology equipment, and other reasonable accommodations. To be eligible for support services, students must provide professional medical/psychological documentation of their disabilities, including associated functional limitations, to the Disability Support Services' staff. If classroom adaptations, interpreters, or academic aides are necessary to participate in class, advanced notice of 4 weeks is required to coordinate such services.

## Career and Testing Services

Career counseling is available through the Office of Career and Testing Services. Students are assisted with career decision-making, employment trends, and educational requirements.

Job placement assistance is also available to students and graduates. Career Services provides on-line job listings through CFCC Career Connection. This on-line job bank gives students, graduates, and employers an opportunity to connect. The Employment Security Commission's (ESC) on-line job listing is also available to students and graduates.

## Placement Testing

All applicants must take a placement examination (assessment) or qualify for a waiver as indicated below. The assessment is **not** an entrance examination. The primary purpose of placement examinations is to determine the individual's skill level and readiness. Assessment results will be used to determine the need, if any, for developmental placement. Faculty advisors will also use the results in planning students' programs and classes.

Placement assessments are administered in the following areas: **Writing**, **Reading** and **Mathematical** skills. All placement scores are valid for five years from date of examination. An admission application must be submitted prior to testing to ensure that results are properly posted.

## Placement Testing Options

CFCC will accept official copies of assessment tests taken at other colleges (**ASSET**, **COMPASS, Accuplacer (CPT), SAT** or **ACT**). All students are required to have assessment test scores on file prior to being accepted at CFCC.

Assessment scores will be used to place students in classes according to CFCC's placement guide on page 10. All scores are valid for a period of five (5) years. Students submitting official SAT or ACT scores must meet the minimum scores listed on page 10.

All or parts of the placement assessment requirement may be waived upon receipt of official transcripts if the applicant has satisfactorily completed, with a grade of "C" or better, a college level English Composition and/or Mathematics course above the developmental level at an accredited college or university.

All or parts of the placement assessment requirements may be waived for developmental course credit earned, with a "C" or better, at a school in the North Carolina System. Students who have successfully completed comparable writing, reading and/or math developmental courses at other accredited institutions should see a counselor in Student Development for possible credit.

## ASSET Test

The **ASSET** Test (**A**ssessing **S**tudents **S**uccess in **E**ntry and **T**ransfer) is a timed paper-and-pencil type assessment. The test is divided into four sections: writing, reading, numerical skills and algebra. Each section of the test is timed for twenty-five (25) minutes. Currently there is no fee for the test.

## Accuplacer Test

The **Accuplacer** is an un-timed computer-based type assessment. The test is divided into four sections: sentence skills (writing), reading comprehension, arithmetic (numerical skills) and algebra. Currently there is no fee for the test.

Applicants/students need to bring a **#2 pencil**, a **picture ID**, and know their **social security number** and CFCC's **program of study**. The testing room opens fifteen (15) minutes prior to testing. Parking for testers at the downtown campus is available in the student parking lot located next to the Schwartz Center on North Front Street.

If alternative accommodations are necessary because of a diagnosed disability, requests for approval, assistance, and scheduling must be arranged through CFCC' s Coordinator of Disability Services.

A schedule of dates/times of the Placement Tests can be obtained from CFCC's website: www.cfcc.edu (Click on Admissions, Testing Services, and Placement Testing Schedule).

## Retest Policy

Applicants/students can take the ASSET or Accuplacer or a combination of tests only twice in (12) twelve consecutive months. Prior to taking a placement test the second time, it is recommended that you visit CFCC's Learning Lab for individual instruction. It is also recommended that a student retest after successfully completing a developmental course in the subject area.

## GED Testing

The General Education Development (GED) diploma is administered at CFCC. Successful completion of the *pre*-GED is required before applying to take the GED test. See Basic Skills Division, page 44.

# Placement Test Advising Guide

Applicants entering vocational/technical and college transfer courses must begin their English sequence with the course corresponding to their score levels on the following placement tests. When using placement scores for English, you must look at both Writing and Reading scores and use whichever is lower — Writing or Reading — for initial placement. For Mathematics, you must be proficient in Arithmetic/Numerical Skills before placement into any higher level math course.

## WRITING PLACEMENT GUIDE

Testing not required with SAT Verbal/Writing 470, ACT English 19, or ENG 111 or equivalent with "C" or better.

| Score Ranges | | | Placement |
|---|---|---|---|
| Accuplacer (CPT) | ASSET | COMPASS | |
| 20-40 | 23-34 | 0-19 | ENG 075: Reading & Language Essentials |
| 41-65 | 35-38 | 20-37 | ENG 085: Reading & Writing Foundations |
| 66-85 | 39-41 | 38-69 | ENG 095: Reading & Comp. Strategies |
| 86-120 | 42-55 | 70-100 | Proficient in Writing Skills. Can take ENG 111 if proficient in Reading Skills. |

## READING PLACEMENT GUIDE

Testing not required with SAT Verbal/Critical Reading 470, ACT Reading 19, ENG 111 or equivalent with "C" or better.

| Score Ranges | | | Placement |
|---|---|---|---|
| Accuplacer CPT | ASSET | COMPASS | |
| 20-38 | 23-34 | 0-41 | ENG 075: Reading & Language Essentials |
| 39-56 | 35-38 | 42-60 | ENG 085: Reading & Writing Foundations |
| 57-79 | 39-41 | 61-80 | ENG 095: Reading & Comp. Strategies |
| 80-120 | 42-55 | 81-100 | Proficient in Reading Skills. Can take ENG 111 if proficient in Writing Skills. |

## MATHEMATICS PLACEMENT GUIDE

Testing not required with SAT Math 450, ACT Math 18 or credit for the appropriate college math required for your major.

## ARITHMETIC/NUMERICAL SKILLS

You must be proficient in Arithmetic/Numerical Skills before placement into any higher level math course.

| Score Ranges | | | Placement |
|---|---|---|---|
| Accuplacer CPT Arith. | ASSET Num. Skills | COMPASS Pre-Algebra | |
| 20-22 | 23-24 | 01-02 | The state requires a prerequisite of MAT 050 with scores in this range. (At CFCC this requirement is met by referring the student to the Learning Lab for review and retest.) |
| 23-56 | 25-41 | 03-43 | MAT 060: Essential Mathematics (Required for any higher level math.) |
| 57-120 | 42-55 | 44-100 | Proficient in Arithmetic/Numerical Skills. Can take MAT 101 or higher. |

## ALGEBRA

| Elem. Alg. | Elem. Alg. | Algebra | |
|---|---|---|---|
| 20-56 | 23-37 | 0-39 | MAT 070: Introductory Algebra |
| 57-75 | 38-55 | 40-65 | MAT 080: Intermediate Algebra or MAT 115, 120, 121, 140; CHM 131 |

| Elem. Alg. | Interm. Alg. | Algebra | |
|---|---|---|---|
| 20-56 | 23-29 | 0-39 | MAT 070: Introductory Algebra |
| 57-75 | 30-42 | 40-65 | MAT 080: Intermediate Algebra or MAT 115, 120, 121, 140; CHM 131 |
| 76-120 | 43-55 | 66-100 | MAT 141, 155, 171, or MAT 175 |

**All placement scores are valid for 5 years.**

## Retention and Graduation Rate Information

Anyone wishing to obtain information about first-time students rate of persistence and/or graduation rates should contact the Office of the Director of Enrollment Management.

## Developmental Studies

To help insure student success, the college offers developmental courses to students who need help in the basic skills: mathematics, reading, and/or writing. These courses are required for those students who have been identified by the Admissions and Records Office as needing enhancement in these areas.

A developmental biology course will be offered at least once a year and is recommended for those students who never enrolled in a high school biology course.

CFCC will recognize developmental courses completed with a grade of "C" or above at other North Carolina accredited institutions. Counselors will mail students a transfer credit slip following evaluation of their coursework. The transfer evaluation will be used for class placement by the advisor.

Developmental courses earn institutional credit; however, such credit does not apply toward the required hours for receiving a degree or in the calculation of grade-point averages. The college-wide grading scale applies to grades assigned in developmental courses. To pass developmental courses, students must achieve a grade of "C" or better. The grade of "D" is not given.

Below is a selected list of transferable courses for students who are deficient in reading and/or writing (an ASSET score less than 42 on reading and/or writing OR a CPT score less than 80 on reading or less than 86 on sentence skills). Some courses have additional prerequisites and corequisites (listed within parentheses), and students must comply with them. Reminders: Students may also take math courses if they (students) comply with the prerequisites and the corequisites. A student's placement in the math courses is based mainly on the math placement tests. RED 080 (not taught at CFCC) or ENG 085 is a corequisite for MAT 070 and MAT 080.

| Courses | Credit Hours |
|---|---|
| ART 121—Design I | 3 |
| ART 122—Design II (Prerequisite: ART 121) | 3 |
| ART 131—Drawing I | 3 |
| ART 132—Drawing II (Prerequisite: ART 131) | 3 |
| ART 212—Gallery Assistantship I | 1 |
| ART 214—Portfolio and Resume | 1 |
| ART 231—Printmaking I | 3 |
| ART 232—Printmaking II (Prerequisite: ART 231) | 3 |
| ART 240—Painting I (Prerequisite: ART 131) | 3 |
| ART 241—Painting II (Prerequisite: ART 240) | 3 |
| ART 245—Metals I | 3 |
| ART 246—Metals II (Prerequisite: ART 245) | 3 |
| ART 261—Photography I | 3 |
| ART 262—Photography II (Prerequisite: ART 261) | 3 |
| ART 264—Digital Photography I | 3 |
| ART 265—Digital Photography II (Prerequisite: ART 264) | 3 |
| ART 266—Videography I | 3 |
| ART 267—Videography II (Prerequisite: ART 266) | 3 |
| ART 281—Sculpture I | 3 |
| ART 282—Sculpture II (Prerequisite: ART 281) | 3 |
| ART 283—Ceramics I | 3 |
| ART 284—Ceramics II (Prerequisite: ART 283) | 3 |
| ART 288—Studio | 3 |
| BIO 140—Environmental Biology | 3 |
| BIO 140A—Environmental Biology Lab | 1 |
| BIO 163—Basic Anatomy & Physiology | 5 |
| COM 111—Voice and Diction I | 3 |
| CSC 151—JAVA Programming | 3 |
| DRA 120—Voice for Performance | 3 |
| DRA 126—Storytelling | 3 |
| DRA 128—Children's Theatre | 3 |
| DRA 130—Acting I | 3 |
| DRA 131—Acting II (Prerequisite: DRA 130) | 3 |
| DRA 135—Acting for the Camera I | 3 |
| DRA 136—Acting for the Camera II (Prerequisite: DRA 135) | 3 |
| DRA 140—Stagecraft I | 3 |
| DRA 141—Stagecraft II (Prerequisite: DRA 140) | 3 |
| DRA 142—Costuming | 3 |
| DRA 145—Stage Make-up | 2 |
| DRA 147—Sound Technology (Prerequisite: DRA 140) | 3 |
| DRA 175—Teleplay Production I | 3 |
| DRA 176—Teleplay Production II (Prerequisite: DRA 175) | 3 |
| DRA 230—Acting III (Prerequisite: DRA 131) | 3 |
| DRA 231—Acting IV (Prerequisite: DRA 230) | 3 |
| DRA 240—Lighting for the Theatre | 3 |
| DRA 260—Directing (Prerequisite: DRA 130 and Corequisite: DRA 140) | 3 |
| DRA 275—Teleplay Production III (Prerequisite: DRA 176) | 3 |
| DRA 276—Teleplay Production IV (Prerequisite: DRA 176) | 3 |
| GEL 113—Introductory Geology (Prerequisite: GEL 111 or GEL 120) | 3 |
| GEL 120—Physical Geology | 3 |
| GEL 230—Environmental Geology (Prerequisite: GEL 111 or PHS 130) | 3 |
| GEO 131—Physical Geography I | 4 |
| MUS 110—Music Appreciation | 3 |
| MUS 111—Fundamentals of Music | 3 |
| MUS 112—Introduction to Jazz | 3 |
| MUS 113—American Music | 3 |
| MUS 114—Non-Western Music | 3 |
| MUS 121—Music Theory I (Prerequisite: MUS 111) | 4 |
| MUS 123—Music Composition (Prerequisite: MUS 111 or MUS 121) | 1 |
| MUS 131—Chorus I | 1 |
| MUS 132—Chorus II (Prerequisite: MUS 131) | 1 |
| MUS 135—Jazz Ensemble I | 1 |
| MUS 136—Jazz Ensemble II (Prerequisite: MUS 135) | 1 |
| MUS 141—Ensemble I | 1 |
| MUS 142—Ensemble II (Prerequisite: MUS 141) | 1 |

MUS 151—Class Music I....1
MUS 152—Class Music II (Prerequisite: MUS 151)....1
MUS 161—Applied Music I....2
MUS 162—Applied Music II (Prerequisite: MUS 161)....2
MUS 214---Electronic Music I (Prerequisite: MUS 111)....2
MUS 215---Electronic Music II (Prerequisite: MUS 214)..2
MUS 253—Big Band....1
MUS 261—Applied Music III (Prerequisite: MUS 162)....2
MUS 262—Applied Music IV (Prerequisite: MUS 261)....2
PED 110—Fit and Well for Life....2
PED 113—Aerobics I....1
PED 115—Step Aerobics I....1
PED 117—Weight Training I....1
PED 122—Yoga I....1
PED 125—Self-Defense--Beginning....1
PED 128—Golf-Beginning....1
PED 130—Tennis-Beginning....1
PED 143—Volleyball-Beginning....1
PED 145—Basketball-Beginning....1
PED 147—Soccer....1
PED 148—Softball....1
PED 170—Backpacking....1
PED 174—Wilderness Pursuits....1
PED 178—In-line Skating....1
PED 179—Roller Skating....1
PED 186—Dancing for Fitness....1
PED 187—Social Dance-Beginning....1
SPA 141—Cultural and Civilization....3

ACA 111—College Student Success (1 SHC)
While ACA 111 will not transfer to a senior institution, the course is listed as an elective in every college transfer program; and students will receive institutional credit. This course is designed to help students succeed in college and includes such topics as the following: campus facilities and resources; policies, procedures, and programs; study skills; and life management issues like health, self-esteem, motivation, goal-setting, diversity, and communication. ACA 111 is open to any student who may benefit from it but is strongly recommended for students who must take developmental reading or writing courses.

Students proficient in reading— an ASSET Reading score of 42 or above, or, a CPT Reading score of 80 or above—may take the selected list of transfer courses on pages 11 - 12 and the transfer courses listed below. Some courses have additional prerequisites and corequisites (listed within parentheses), and students must comply with them. Reminder: Students may also take math courses if they (students) comply with the prerequisites and the corequisites. A student's placement in the math courses is based mainly on the math placement tests.

**Courses** **Credit Hours**

ACC 120—Prin of Financial Accounting I....4
ACC 121—Prin of Accounting II (Prerequisite: A grade of "C" or better in ACC 120)....4
ANT 210—General Anthropology....3
ANT 220—Cultural Anthropology....3
ART 111—Art Appreciation....3
ART 114—Art History Survey I....3
ART 115—Art History Survey II....3
ART 116—Survey of American Art....3
ART 117—Non-Western Art History....3
BIO 110—Principles of Biology....4
BIO 111—General Biology I....4
BIO 112—General Biology II (Prerequisite: BIO 111)....4
BIO 150—Genetics in Human Affairs (Prerequisite: BIO 110 or BIO 111)....3
BIO 168—Anatomy and Physiology I....4
BIO 169—Anatomy and Physiology II (Prerequisite: BIO 168)....4
BIO 173—Microbes in World Affairs (Prerequisite: BIO 110 or BIO 111)....3
BIO 175—General Microbiology (Prerequisite: BIO 110, 163, 165 or 168)....3
BUS 115—Business Law I....3
CJC 111—Intro to Criminal Justice....3
CJC 121—Law Enforcement Operations....3
CJC 141—Corrections....3
COM 110—Intro to Communication....3
COM 120—Interpersonal Communication....3
COM 140—Intercultural Communication....3
COM 231—Public Speaking....3
COM 232—Election Rhetoric....3
COM 250—Public Communication (Prerequisites: ENG 113 or ENG 114 and COM 120 or COM 231)....3
DRA 111—Theatre Appreciation....3
DRA 122—Oral Interpretation....3
DRA 170—Play Production I....3
DRA 171—Play Production II (Prerequisite: DRA 170)....3
DRA 211—Theatre History I....3
DRA 212—Theatre History II....3
ECO 151—Survey of Economics....3
ECO 251—Prin of Microeconomics....3
ECO 252—Prin of Macroeconomics....3
EDU 216—Foundations in Education (Prerequisite: MAT 080 or MAT 090 or appropriate scores on the math placement test)....4
FRE 111—Elementary French I (Corequisite: FRE 181)....3
FRE 112—Elementary French II (Prerequisite: FRE 111; Corequisite: FRE 182)....3
FRE 181—Elementary French Lab 1 (Corequisite: FRE 111)....1
FRE 182—Elementary French Lab 2 (Prerequisite: FRE 181; Corequisite: FRE 112)....1
FRE 211—Intermediate French I (Prerequisite: FRE 112; Corequisite: FRE 281)....3
FRE 212—Intermediate French II (Prerequisite: FRE 211; Corequisite: FRE 282)....3
FRE 281—Intermediate French Lab 3 (Prerequisite: FRE 182, Corequisite: FRE 211)....1
FRE 282—Intermediate French Lab 4 (Prerequisite: FRE 281, Corequisite: FRE 212)....1
GER 111—Elementary German I (Corequisite: GER 181)....3

GER 112—Elementary German II (Prerequisite: GER 111, Corequisite: GER 182).....3
GER 181—Elementary German Lab 1 (Corequisite: GER 111).....1
GER 182—Elementary German Lab 2 (Prerequisite: GER 181, Corequisite: GER 112).....1
GER 211 Intermediate German I (Prerequisite: GER 112, Corequisite: GER 281).....3
GER 212 Intermediate German II (Prerequisite: GER 211, Corequisite: GER 282).....3
GER 281—Intermediate German Lab 1 (Prerequisite: GER 182, Corequisite: GER 211).....1
GER 282—Intermediate German Lab 2 (Prerequisite: GER 281, Corequisite: GER 212).....1
HIS 115—Intro to Global History.....3
HIS 116—Current World Problems.....3
HIS 121—Western Civilization I.....3
HIS 122—Western Civilization II.....3
HIS 131—American History I.....3
HIS 132—American History II.....3
HIS 221—African-American History.....3
HIS 228—History of the South.....3
HIS 229—History of the Old South.....3
HUM 110—Technology and Society.....3
HUM 130—Myth in Human Culture.....3
HUM 160—Introduction to Film.....3
HUM 161—Advanced Film Studies (Prerequisite: HUM 160).....3
PHY 110—Conceptual Physics (Corequisite: PHY 110A)...3
PHY 110A—Conceptual Physics Lab (Corequisite: PHY 110).....1
POL 110—Introduction to Political Science.....3
POL 120—American Government.....3
POL 210—Comparative Government.....3
POL 220—International Relations.....3
PSY 150—General Psychology.....3
PSY 241—Developmental Psychology (Prerequisite: PSY 150).....3
PSY 259—Human Sexuality (Prerequisite: PSY 150).....3
PSY 263—Educational Psychology (Prerequisite: PSY 150).....3
PSY 281—Abnormal Psychology (Prerequisite: PSY 150).....3
REL 110—World Religions.....3
REL 111—Eastern Religions.....3
REL 112—Western Religions.....3
REL 211—Intro to Old Testament.....3
REL212—Intro to New Testament.....3
REL 221—Religion in American.....3
SOC 210—Introduction to Sociology.....3
SOC 213—Sociology of the Family.....3
SOC 220—Social Problems.....3
SOC 230—Race and Ethnic Relations.....3
SOC 232—Social Context of Aging.....3
SOC 234—Sociology of Gender (Prerequisite: SOC 210)..3
SOC 240—Social Psychology.....3
SOC 242—Sociology of Deviance (Prerequisite: SOC 210).....3
SPA 111—Elementary Spanish I (Corequisite: SPA 181).....3
SPA 112—Elementary Spanish II (Prerequisite: SPA 111, ... Corequisite: SPA 182).....3
SPA 161—Cultural Immersion (Prerequisite: SPA 111).....3
SPA 181—Spanish Lab 1 (Corequisite: SPA 111).....1
SPA 182—Spanish Lab 2 (Prerequisite: SPA 181, Corequisite: SPA 112).....1
SPA 211—Intermediate Spanish I (Prerequisite: SPA 112, ... Corequisite: SPA 281).....3
SPA 212—Intermediate Spanish II (Prerequisite: SPA 211, . Corequisite: SPA 282).....3
SPA 221—Spanish Conversation (Prerequisites: SPA 212)..3
SPA 231—Reading and Composition (Prerequisites: SPA 212).....3
SPA 281—Spanish Lab 3 (Prerequisite: SPA 182, Corequisite: SPA 211).....1
SPA 282—Spanish Lab 4 (Prerequisite: SPA 281, Corequisite: SPA 212).....1

## The Learning Lab

The Learning Lab provides free access to computers and educational support to promote student success and academic independence.

Masters-level facilitators and experienced student tutors cater to individual learning styles to help students develop self-reliance and build self-esteem.

The lab provides the following:

• Services that include tutorial assistance with CFCC academic, curriculum, and online courses, ASSET and Accuplacer preparation, Adult Basic Skills, and GED/Adult High School readiness.

• Supplemental Instruction that assists students in traditionally challenging courses, including BIO 111, CHM 131, PSY 150, MAT 171, and POL 120.

• A Student Mentor program that helps students develop social skills and promotes academic success.

• Assistance that helps students develop computer skills applicable to schoolwork and their future career.

• Academic skills workshops on Time Management/Study Skills, Note-taking, Working effectively in Groups, Resumé Writing, ESL, and many more.

**Learning Lab - Wilmington Campus:**
Room L218
Health Sciences/Learning Resources Center Building

Hours: Monday-Thursday from 8:00 AM to 8:00 PM
Friday from 8:00 AM-5:00 PM
Saturday from 9:00 AM-1:00 PM

**Learning Lab- North Campus**
Room I113
Learning Resource Center

Hours: Monday-Thursday from 8:00 a.m.-6:00 p.m.
Friday from 8:00 a.m.-3:00 p.m.
Saturday-Closed

To request more information about the Learning Lab, students may call 910-362-7136 or 910-362-7137 or email: srajendra@cfcc.edu.

## Health Services

Cape Fear Community College does not maintain health facilities or medical services. The responsibility for medical services rests with the student. In the case of illness or injury on campus, Emergency Medical Services may be called to assist individuals.

First aid kits are available in labs and the Student Development Department office.

If a student is injured or becomes ill while on campus, the Student Development office should be contacted. Should illness or injury occur after 5:00 p.m., the Evening Coordinator should be contacted.

## Learning Resources Center (LRC)

The Learning Resource Centers (LRC) are located on the second floor of the Health Sciences/LRC building at the Wilmington Campus and on the first floor at the North Campus. The Wilmington Campus LRC is open from 7:30 a.m. to 9:00 p.m. Monday - Thursday, 7:30 a.m. to 5:00 p.m. Friday and 9:00 a.m.to 1:00 p.m. on Saturday. The North Campus LRC is open from 7:30 a.m. to 8:00 p.m. Monday - Thursday and 7:30 a.m. to 3:00 p.m. on Friday. Hours during the summer, holidays, and breaks may vary; these hours will be posted. The LRC offers library and media services and an atmosphere which supports research, study and pleasure reading. The librarians and staff are always ready to help students.

**Library**
The Downtown and North Campus libraries have approximately 48,500 books and over 750 periodicals. Easy to use, up-to-date electronic databases are found on each computer in the library. NC Live includes over 3500 databases. The libraries also provide Internet access to all students doing research for their classes with thirty student computers. The libraries keep a large collection of magazines, newspapers, and a variety of census records from the Cape Fear region on microfilm. Entertainment and instructional videos are available to be checked out. A Bibliographic Instruction classroom and a Technology Training Center are available for student and staff instruction at the Downtown Campus.

**Media Center**
Also helpful is the media center which offers services that include computerized graphic production, signage, media production, videography, and AV equipment that may be used for class presentations. Faculty, staff and local industry may request teleconferences. Copies of all telecourse broadcasts are available for student checkout. Media services are available at the North Campus.

The LRC provides the publication, "Guide to the LRC". Individual and class library orientation tours, Internet workshops, interlibrary loan, photocopy service, technology training and individual reference assistance are available.

## Continuing Education Services

The Continuing Education Department offers a variety of training classes to meet the needs of the community. These non-credit classes allow students to prepare for employment, upgrade skills or learn new skills. Training is also provided for employees of area industries and public agencies.

## Human Resources Development Program (HRD)

The Human Resources Development (HRD) and Workforce Investment Act programs offer classes throughout the year to help adults who are unemployed, underemployed or looking for further education.

# *Registration Information*

Registration is the term used for enrolling in classes. Advisors and counselors provide information which will assist students in choosing required classes, completing the registration form, securing a space in class and paying tuition fees.

## Semester System

The academic year is divided into two semesters and summer sessions. The Fall and Spring semester offers sixteen (16) weeks of instruction. The Summer terms are provided either in a ten (10) week session or two five (5) week sessions. Consult the Schedule of Classes for specific scheduling information.

## Semester Hour Credit

Each course listed in the catalog and class schedule is followed by a notation on the number of semester hours it earns. Normally, the number of semester hours earned is based on the number of class, laboratory or shop hours spent under the supervision of the course instructor per week for the semester. Usually one semester hour credit is given for each lecture hour of class per week, for each two hours of laboratory work per week, or for each three hours of shop or manipulative laboratory per week. (A class hour is usually defined as 50 minutes of instruction.) Exceptions may be made in cases where specific classification is not feasible.

## Course Load

Students enrolled in the fall and spring semesters for 12 or more credit hours are designated as full-time students. Students taking 11 or fewer credits during a semester are considered part-time. Students enrolled in the Summer Session for 9 credit hours or more are designated as full-time students for insurance purposes. Students receiving Financial Aid and

Veteran's benefits must be enrolled for 12 or more credit hours each semester to receive full benefits. Students who are placed on academic probation or suspension may be required to take a reduced course load.

Maximum course loads for which students may enroll are as follows:

- Fall and/or Spring Semester(s) - Eighteen (18) credit hours except when program requirements determine otherwise.
- Summer Term - Thirteen (13) credit hours except when program requirements determine otherwise.

Any exception must be approved by the Vice President of Student Development.

## Procedures for Registering for Classes

**(General Registration)**

Step 1. Advisement & Scheduling - Faculty advise students concerning course schedule and sign registration cards.

Step 2. Schedule Input - Students' schedules will be entered into the computer.

Step 3. Registration Receipt Form - Students must pick up their schedule/receipt form.

Step 4. Payment of Tuition Fees - Business Office - All students pay tuition and fees.

**Note:** Students receiving Financial Aid, Veterans benefits or financial sponsorship must complete steps 1-4.

## TRAC (Telephone Registration at Cape Fear)

Telephone registration provides an opportunity for currently enrolled students to select early the classes they need to take for the next academic session. Currently enrolled students are allowed and encouraged to register by telephone at designated times.

## Drop/Add/Late Registration

Drop/add/late registration will allow students to drop or add or register late during the times specified in each term's Schedule of Classes. See Refund Policy under the Expenses section of this handbook.

## Auditing Courses

Students who wish to audit courses must register for the audit by following the regular registration procedures and indicating in writing on an audit form which course(s) they are auditing. Auditing students must meet all course pre-requisites. The audit form must be signed by the instructor and turned into the Registrar's office during the first week of the semester. Auditing students receive no credit and are not required to participate in class discussion or take tests. Fees for audit courses are the same as those taken for credit. Changes from audit to credit or credit to audit may only be done during registration and drop/add periods. Students should be aware that Financial Aid and Veteran benefits do not pay for audit courses. Audit courses do not transfer.

## Withdrawal

Students desiring to withdraw from classes must contact the Admissions and Records Office to obtain the necessary forms and procedures for official withdrawal. Students who stop attending a class without officially withdrawing will receive a grade of "F", which is computed as a failing grade.

Students who withdraw from a course(s) within the first 30% of class hours will receive a grade of "W" which will not be computed in the GPA (Grade Point Average). Students who withdraw from a course(s) after this period must receive a grade of "WP" (Withdraw Passing) or "WF" (Withdraw Failing) as determined by the course instructor. A "WP" will not be computed in the GPA whereas a "WF" will be computed as a failing grade.

Students who withdraw from classes may be eligible for a tuition refund. See Refund Policy under the Expenses section of this handbook.

Students who withdraw after the twelfth week of classes must obtain permission in writing from their instructor and the Department Chair. Permission will be granted for extenuating circumstances only.

Note: Financial Aid students who stop attending class and receive a grade of "WP", "WF", or "W" are required to repay a percentage of their Federal Aid back to the Department of Education.

# *Academic Information*

## Student Advisement

Cape Fear Community College views student advisement as an important, on-going process. Each degree/certificate seeking student is assigned a faculty advisor who assists the student in selecting and scheduling appropriate classes to fulfill his/her educational requirements. Non-degree students are assigned a counselor as their advisor who assist in selecting and scheduling appropriate classes.

Students are required to meet with their assigned advisor each semester/session for assistance in scheduling classes and completing the registration form. Advisors' office hours are posted on their office doors.

Students must accept the responsibility of familiarizing themselves with specific course, prerequisite, corequisite, and program requirements.

While advising is an on-going process, specific times are designated prior to each registration period for advising.

## Grading and Grade Point Averages

Grading is done by the traditional method of "A" through "D" along with negative categories such as "F" (Failure), and "WF" (Withdraw Failing). The grade of "NC" has been removed from

the Grading System. Grades are assigned a numerical value when determining a students Grade Point Average (GPA).

## Grading System

**Quality Points**

| Grade | Significance | Per Semester Hour |
|---|---|---|
| A | Superior | 4 |
| B | Good | 3 |
| C | Average | 2 |
| D | Poor | 1 |
| F | Failure | 0 |
| I | Incomplete | 0 |
| W | Official Withdrawal | 0 |
| AU | Audit | 0 |
| WP | Withdraw Passing | 0 |
| WF | Withdraw Failing | 0 |
| CR | Credit by Proficiency Exam | 0 |
| CT | Credit by Transfer | 0 |
| NS | No Show | 0 |

## Grading Scale

The College grading scale is:

| | | |
|---|---|---|
| A | = | 92 - 100 |
| B | = | 84 - 91 |
| C | = | 76 - 83 |
| *D | = | 68 - 75 |
| F | = | 0 - 67 |

*Students must make a grade of "C" or better to pass a developmental studies course (the grade of "D" is not given).

## Translating Course Grades into GPA

By taking the number of semester hours assigned to a course and multiplying them by the value of the grade, you determine the grade points for each course attempted. Example: If you take five courses that are assigned a total of 18 semester hours, you may determine your GPA in the following manner:

| Course | Grade | Semester Hours Attempted | | Times Grade Value | | Equals Quality Points |
|---|---|---|---|---|---|---|
| 1 | B | 2 | X | 3 | = | 6 |
| 2 | A | 6 | X | 4 | = | 24 |
| 3 | C | 4 | X | 2 | = | 8 |
| 4 | B | 3 | X | 3 | = | 9 |
| 5 | F | 3 | X | 0 | = | 0 |
| 6 | WP | 0 | X | 0 | = | 0 |
| **TOTALS** | | **18** | | | | **47** |

Divide the total number of hours attempted into the total quality points and that will give you your GPA; in this case 2.61 is the GPA.

## Attendance

Absences seriously disrupt students' progress in a class and diminish the quality of group interaction. Students are expected to punctually attend all lecture and laboratory sessions in the courses for which they are registered. Late arrivals and/or early departures may count toward total absences in classes.

Students must be in attendance at least eighty (80%) percent of the clock hours of a course to receive credit for the course. Those who do not meet minimum attendance requirements will be given the grade of "F", which will be computed in the students' grade point average as a failing grade.

Attendance requirements for each class are printed in the course syllabus distributed by the instructor. Because of the nature of some courses, some instructors may have a more restrictive attendance requirement.

Attendance in online (Internet) courses is measured not only by initial log-in (first 8 days of the semester) but also by completion of 80% of the required course work. Telecourse, Hybrid and Teleweb students MUST meet on the published meeting dates (orientation or first class meeting). See www.cfcc.edu for course information.

Special note to Marine Technology students: Students in the Marine Technology curriculum are at times involved in cruises on the ship that might take place during a holiday or semester break during which time students are normally off. When such occurs, students must participate in the cruise.

## Student Participation in CFCC Activities

Student success at Cape Fear Community College is based upon academic excellence. Accordingly, students should attempt to attend all scheduled class and laboratory sessions. Participation in extra-curricular activities is also important to the total education and personal development of CFCC students. Occasionally, a student may be required to miss a class session in order to participate in college-sponsored activities such as athletics, Phi Theta Kappa Honor Society, CFCC Ambassadors, Student Government Association, program conferences and competitions, and other activities approved by the Director of Athletics/Student Activities.

College officials sponsoring such approved student activities are expected to provide advance notice to faculty of anticipated absences and the list of students who will be participating. In addition, participating students must also inform their instructors in advance of such anticipated absences and are expected to make advance arrangements for making up all missed assignments. In such cases, class time missed will not usually be counted as absences provided participating students are otherwise in good academic standing.

If a faculty member believes that missing class due to a student activity is detrimental to the academic success of a specific student, the faculty member may request that the Vice President of Student Development (or his/her designee) review that student's overall academic and attendance records to determine if the student's absence warrants exemption from the College's regular attendance policy.

Students who disagree with the Vice-President's decision may appeal to CFCC's Judicial Board according to the College's Grievance Procedure.

## Final Grades

Final grades will be available through Campus Cruiser to the student after the end of each academic session. Students will receive one grade report which lists all courses taken during the academic session in which they were registered. This report will also show grade point average, total number of credit hours earned as a CFCC student and cumulative grade point average.

## Incomplete Grades

An incomplete (I) will be given only when circumstances justify additional time to complete the course. Students must contact the instructor to request an Incomplete Grade. When an incomplete is granted, the course requirements must be completed within six weeks of the beginning date of the next academic session. Incompletes (I) not finalized within the appropriate time frame will convert to an "F". Exceptions may be made by the Vice President of Student Development.

## Credit by Proficiency

For selected courses, students may request credit by proficiency examination for previous experience or training. The student must be currently enrolled at CFCC and must not have enrolled in the course prior to taking the proficiency exam. The student must make written application to the Registrar and the department chair. Students may challenge a course only once. Students successfully passing a proficiency exam will receive credit for the course as a "CR" (credit for record). Credit by Proficiency does not usually transfer. CLEP and AP exams (see below) may be used in lieu of proficiency exams.

## Advanced Placement

An entering first-year student may receive semester hour credits based on Advanced Placement Examination of the College Entrance Examination Board (CEEB). These examinations are taken prior to the students' high school graduation. Information on this examination program may be obtained from the high school counselor. CEEB code for CFCC is 5094.

## Cooperative Education

CFCC offers Cooperative Education in its Associate in Applied Science Degree programs. Co-op allows qualified students the opportunity to extend their classroom instruction to a viable work experience. Qualifying work experience must be related to the student's educational goals. Participating students receive college credit for the work experience and may use this as an elective.

The college reserves the right to limit cooperative education opportunities based on location, suitability, appropriateness, and applicability.

To determine if you qualify or to find out more about Co-op, see your advisor. Each program may have specific requirements.

**Student Qualifications**

- Completion of Cooperative Education Application (available through lead instructors, department chairs and www.cfcc.edu/co-op)
- Faculty approval
- At least 18 years old
- Enrollment in a curriculum program that has been approved for Co-op
- Minimum cumulative 2.0 GPA
- Completion of a minimum of 9 semester hours in the appropriate program of study with 3 hours in her/his major

**Application Process**

1. Obtain and complete a Cooperative Education Application.

2. Bring completed Cooperative Education Application with attached transcript, available through the Registrar's Office, to program Lead Instructor/ Department Chair for approval.

3. Student will take approved Cooperative Education Application to the Registrar's office for registration.

## CLEP-College Level Examination Program

The College-Level Examination Program® or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses.

CFCC may grant credit in appropriate courses on the basis of CLEP examination results. The following guide lists the cut-off scores and credits that may be earned through the CLEP. Credit may be awarded for other CLEP tests not listed. Students should submit official CLEP scores and meet with a counselor in Student Development prior to registration for possible credit and proper course placement.

| Examination | CFCC Course | Hours Credit | Min. Score |
|---|---|---|---|
| Prin. of Accounting | ACC 120 | 4 | 50 |
| General Biology | BIO 110 | 4 | 50 |
| General Chemistry +lab | CHM 151 | 4 | 50 |
| Information Systems & Computer Applications | CIS 110 | 3 | 50 |
| Prin. of Marketing | MKT 120 | 3 | 50 |
| Intro. Microeconomics | ECO 251 | 3 | 50 |
| Intro. Macroeconomics | ECO 252 | 3 | 50 |

| | | | |
|---|---|---|---|
| English Comp. | ENG 111 | 3 | 50 |
| Analysis & Interp. Lit. | ENG 131 | 3 | 50 |
| English Literature | ENG 241&242 | 6 | 50 |
| American Literature | ENG 231&232 | 6 | 50 |
| Western Civ. I, Ancient Near East to 1648 | HIS 121 | 3 | 50 |
| Western Civ. II, 1648 To Present | HIS 122 | 3 | 50 |
| American History I Early Col. To 1865 | HIS 131 | 3 | 50 |
| American History II 1865 to Present | HIS 132 | 3 | 50 |
| College Mathematics | MAT 140 | 3 | 50 |
| College Algebra | MAT 171 | 3 | 50 |
| College Algebra & Trig | MAT 175 | 4 | 50 |
| Calculus | MAT 271 | 4 | 50 |
| American Government | POL 120 | 3 | 50 |
| Intro. Psychology | PSY 150 | 3 | 50 |
| Educational Psy. | PSY 263 | 3 | 50 |
| Introductory Sociology | SOC 210 | 3 | 50 |
| Human Growth and Development | PSY 241 | 3 | 50 |
| Spanish | SPA 111 | 3 | 50 |
| | SPA 112 | *6 | 66 |
| French | FRE 111 | 3 | 50 |
| | FRE 112 | *6 | 62 |
| German | GER 111 | 3 | 50 |
| | GER 112 | *6 | 63 |

*Students achieving the cutoff score for 112 are also given credit for 111.

## North Carolina High School to Community College Articulation Agreement

Through an agreement between the North Carolina State Department of Public Instruction and the North Carolina Community College System, high school graduates are eligible to receive CFCC credits for certain courses upon presentation and evaluation of a high school transcript. Courses eligible for CFCC credit can be found in the articulation agreement. Copies of the agreement are located in the offices of high school counselors.

Award of credit will only be given for courses that are required in a student's CFCC program of study. Criteria to award college credit:

1. Students must enroll at the community college within two years of their high school graduation date.
2. A grade of B or higher is required for the course.
3. A raw score of 80 or higher is required on the standardized VoCATS post-assessment.

Any student wishing to receive credit should submit an official high school transcript and VoCATS score report. A CFCC counselor should then be contacted for transcript evaluation.

## Experiential Learning

CFCC does not award direct credit for previous experience or training. Proficiency exams or CLEP exams may be used as a means of receiving credit for prior knowledge.

## Program of Study

A Program of Study is a specific or specialized academic field. Students seeking a degree, diploma or certificate are enrolled in a program of study, including previously earned CFCC credits. All programs of study/curriculum programs can be found on page 50-51.

## Program Change

Students who desire to change from one program to another must see a Counselor to complete a Change of Program form. The counselor will evaluate program requirements and prerequisites and advise the student of any academic deficiencies. Students should also request re-evaluation of their transfer credits including perviously earned CFCC credits. Students should complete this process prior to any registration period.

## Catalog of Record

A student in continuous enrollment (except for summer session) may graduate under the requirements of the catalog in effect on his/her date of entry provided the courses are still offered or he/she may choose to meet the requirements of a subsequent catalog. A student not in continuous enrollment must graduate under the provisions of the catalog in effect at the time of his/her re-enrollment or subsequent catalog. A student who changes programs must meet the requirements of the catalog in effect at the time of the change of program.

Students enrolled in curricula which are revised to comply with the mandates of regulating accreditation or licensing agencies must meet those requirements in order to graduate from their program.

## Course Repeat Policy

Courses that are repeated fall into three different categories:

1. Courses with an earned grade of "C" or better may be repeated two times.

2. Courses with an earned grade of "D," "F," "W," " WP," or "WF" may be repeated until successfully completed.

3. Audit courses may be repeated a maximum of two times.

When a course has been repeated, the higher grade will be used in the Grade Point Average (GPA) calculation. Lower grades will be removed from GPA calculation; however, these grades will continue to appear on the academic transcript. When a course has been repeated the highest of the attempts will be used in the GPA calculation.

Students who receive veteran's benefits or financial aid should be advised that they may not receive funds for repeating courses which they have already passed.

Also, students who have received a degree from CFCC should be advised that the policy will not apply to courses which were taken to fulfill previous graduation requirements. A final student GPA is computed at the time of graduation, and this GPA may not be recalculated as courses are repeated.

The above Course Repeat Policy became effective Fall quarter, 1991 and revised Fall 2004.

## Academic Forgiveness

Students may request, in writing, to the Director of Enrollment Management or the Registrar to have previous credits exempt from calculation in their cumulative grade point averages. Academic forgiveness is designed to assist returning students with low grades to have a fresh start upon re-enrolling after having at least a three year period of non-enrollment at CFCC. Exceptions may be made by the Vice President of Student Development.

Grades which may be disregarded from students' grade point averages are "F", "WF", and "NC".

Requests for academic forgiveness must specify (1) the period of initial enrollment, (2) the courses and grades considered for forgiveness, and (3) the period of non-enrollment.

Students granted academic forgiveness will have their cumulative grade point averages recalculated. While the forgiven grades will continue to appear on the official transcript, they will be marked as forgiven.

Academic forgiveness will be granted only one time.

Grades that are included in academic forgiveness are not exempt from academic progress relating to Financial Aid and VA educational benefits.

In instances where academic forgiveness is granted for courses completed at CFCC and then transferred to another college or university, the receiving institution is not required to disregard those course grades.

## Grade Appeal Procedure

The purpose of the Student Grade Appeal Procedure is to provide an orderly and equitable process for resolving differences between students and faculty relating to instructional processes, grading or situations in the classroom where the student believes he/she is being treated unfairly or arbitrarily.

**Procedure**

Step 1. The student with the conflict must first discuss the issue with the class instructor to attempt to resolve the difference. Every reasonable effort should be made to resolve the matter at Step 1. This initial conference must occur within fifteen (15) week days of the beginning of the subsequent school term. The instructor must notify his/her Department Chair of the grade appeal and provide written documentation of student meeting.

Step 2. If a satisfactory resolution is not reached at Step 1, the student may contact the Department Chair seeking resolution. The student must contact the chair within ten (10) weekdays of the conference with the instructor. The Department Chair will seek equitable resolution by conferring with both the student and the instructor.

Step 3. If the student continues to be dissatisfied, he/she may, within five (5) weekdays of the date of notification of Step 2, file a written notice with the instructional dean responsible for the course in question (Dean of Arts & Sciences or Dean of Technical/Vocational Education).

The Dean will review and evaluate the conflict to determine what action, if any, should be taken to resolve the conflict.

Written notification of that determination will be sent to the student within fifteen (15) weekdays of receipt of student's written notice.

Step 4. If the student is dissatisfied with the outcome of Step 3, he/she may file a written grade appeal with the Vice President of Student Development. Within ten (10) weekdays of receipt of the written appeal, the Vice President will convene the Academic Subcommittee of the Judicial Board to hear the conflict and make a determination regarding the issue.

The committee will notify the Vice President of Student Development of its decision. The Vice President of Student Development will notify the student of the Committee's decision.

The decision of the Academic Subcommittee of the Judicial Board may be appealed to the Executive-Vice President of the College by the student appealing the grade or by the faculty delivering the grade. The written appeal must be submitted to the Executive-Vice President within ten (10) weekdays of the receipt of notification of the Subcommittee's decision. The appeal consists of his/her review of the written record submitted to that point and does not consist of an additional hearing.

The Executive-Vice President will respond to the appeal within ten (10) weekdays.

Students dismissed from the clinical area in Allied Health and Nursing programs will follow the appeals process outlined in the program student policy book.

## Satisfactory Progress Standards

Each student is expected to make satisfactory progress toward obtaining the degree or diploma he/she has declared. The cumulative grade point average is reviewed at the end of each semester to determine whether the student has made the expected progress. The minimum cumulative GPA for remaining in good standing is a 2.00.

## Academic Warning, Probation and Suspension

Students whose cumulative grade point averages fall below 2.0 for any given semester will be placed on academic warning for the following semester. The notice of the warning will be sent to the students and their advisors. Students will be encouraged to see their advisors within the first ten days of the following semester.

Students on academic warning whose cumulative grade point average remains below the Satisfactory Progress Standards (2.00) will be placed on academic probation for the following semester. Students and their advisors will be notified of the academic probation.

In addition to meeting with their advisors, students on academic probation must meet with a counselor to develop a "Plan for Success" and receive a registration release prior to any registration period.

During the Fall and Spring semesters, students on academic probation may register for a maximum of ten (10) credit hours, unless otherwise determined by a counselor.

During the summer session, students on academic probation may register for one course per session but not more than two for the entire summer semester, unless otherwise determined by a counselor.

Students on academic probation whose cumulative grade point average remains below the Satisfactory Progress Standards (2.00) will be placed on academic suspension. Students on academic suspension may not register for academic classes during the period of suspension, unless otherwise determined by a counselor. Students on Academic Suspension who request approval to register from a counselor will be required to successfully complete a College Success class (ACA 111) upon their return and repeat courses in which they received failing grades (maximum of 6 credit hours per semester). Students will remain on academic suspension with limited credit hour enrollment until their cumulative GPA's reach 2.0.

## Re-enrollment after Academic Suspension

Students may re-enroll after one semester of academic suspension by contacting a counselor to update their plan for improving academic performance. Students re-enrolling after academic suspension must follow the conditions required during academic probation.

## Right of Appeal

The right of appeal is granted to any student who has been suspended from Cape Fear Community College. To initiate such an appeal, follow the process outlined in the Grievance Procedure (pg. 36).

## Cheating

Cheating is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study. It shall include, but is not limited to the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; altering of any grade or academic record; or plagiarizing. Plagiarism includes submitting as one's own work or creation of any kind that which is wholly or in part created by another. All sources, including Internet content, whether paraphrased or quoted, must be cited correctly. Direct quotes must have quotation marks around them, or they are considered plagiarism even if the quote is correctly cited. Rearranging parts of author's sentences or substituting a few words is NOT paraphrasing and also constitutes plagiarism.

When a faculty member observes cheating on the part of the student, the case shall be handled in accordance with the following procedures:

1. The faculty member shall notify the student who has observed cheating that he/she will receive a grade of "F" on the assignment or "F" in the course. The faculty member, however, shall afford the student an opportunity to clarify his/her position. If the student accepts a grade of "F" on the assignment, the student may remain in the class.

If the student accepts a grade of "F" in the course, the faculty member has the option of withdrawing the student from the class with a grade of "WF".

2. The faculty member shall submit a written report of the incident stating the facts and the action taken to the Department Chair and Vice President of Student Development within three (3) weekdays from the time the incident occurred.

3. A student who considers the action taken to be unfair and who desires to appeal to the Academic Subcommittee of the Judicial Board, may present to the Vice President of Student Development a written request within five (5) class days from the time the incident occurred.

## Right of Appeal

The right of appeal is granted to any student who has been determined to be cheating at Cape Fear Community College. To initiate such an appeal, the student must submit a written appeal to the Vice President of Student Development within five (5) weekdays after being notified of the action. The Vice President of Student Development will present the appeal to the Academic Subcommittee of the Judicial Board within five (5) weekdays.

The committee will notify the Vice President of Student Development of its decision. The Chairman of the Judicial Board will notify the student of the Committee's decision. The decision of the Academic Subcommittee of the Judicial Board shall be final with no further appeals.

## Prerequisites and Corequisites

The college may mandate prerequisites and corequisites to ensure students are prepared to meet the requirements of the course material. Pre and corequisites are identified in the catalog. Students are responsible for meeting their program requirements, including prerequisites and corequisites. If students sign up for a class and do not meet the pre and/or corequisite requirements they may be dropped from the class.

## Waiver of Prerequisites and Corequisites

The Vice President of Instruction and the academic Deans may waive pre and corequisites. Normally, a waiver will be recommended by the appropriate Department Chair and approved by the Dean who will keep the Vice President of Instruction and Student Development informed of all waivers.

## Requirements for Graduation

To receive the Associate in Applied Science Degree, Associate in Arts Degree, Associate in Science Degree, Diploma or Certificate, a student must maintain satisfactory grades in all laboratory and class subjects and a cumulative grade point average of at least 2.00. (Students must earn a minimum of 25 percent of credit hour requirements at Cape Fear Community College).

## Computer Competency

All CFCC degree and diploma graduates must demonstrate basic computer competency. Students in programs not requiring specific computer competencies will be required to pass the Basic Computer Proficiency exercise offered through the Learning Lab (second floor, Health Sciences/Learning Resource Center Addition). Results will be forwarded to Student Development and added to the student's academic record prior to graduation. Students may acquire basic computer instruction by successfully completing the computer class that has been designated in their program.

College transfer students may demonstrate computer competency in one of the following ways: take a computer tutorial in the Learning Lab, provided the student is already computer competent, or take a college transfer computer course, CIS 110 or CIS 115. CIS 111 may be used to satisfy the computer competency requirement, but it is not a College Transfer course.

## Intent to Graduate

Candidates for graduation must file an Intent to Graduate form with the Admissions and Records Office by the following dates:

**Academic Year 2006-07**
Fall - November 21, 2006
Spring - March 16, 2007
Summer - June 28, 2007

Commencement exercises are held following the Spring semester and at the end of the Summer session.

Students who graduate in December are invited to participate in the May commencement exercises.

## Scholastic Honors

**President's List**
Full time (12 or more semester hours credit) students who have earned a grade point average of 4.00 will be placed on the President's List.

**Dean's List**
Full time (12 or more semester hours credit) students who have earned a grade point average of 3.50 with no grade lower than a "C" will be placed on the Dean's List.

**Honors List**
Part time (less than 12 semester hours and at least four semester hours) students who have earned a grade point average of 3.50 with no grade lower than a "C" will be placed on the Honors List.

**President's Award**
Graduating students who have achieved an "A" average, defined as a cumulative grade point average of 4.0, are recognized each year at graduation exercises for academic excellence.

(Courses numbered below the 100 level are not used to determine Scholastic Honors.)

**Departmental Honors**
Students who have demonstrated outstanding leadership, attitude and ability will be awarded Departmental Honors. Recipients for these awards are selected by lead instructors in cooperation with appropriate faculty.

# *Financial Aid*

Cape Fear Community College participates in Federal, State and local programs designed to assist students and their families in meeting the costs of obtaining a college education. While the family is seen as the primary source for educational funds, these programs can help meet the costs.

## Types of Aid Available

**PELL Grant** - A Pell Grant is an award to help students pay for college. PELL is awarded to those students who have not earned a bachelors degree and who demonstrate exceptional financial need as determined by the Federal Government.

**Federal Supplemental Grants (SEOG)**-Supplemental Grants, like PELL, are awarded to students with exceptional financial need who have not earned a bachelors degree.

**Federal College Work Study Program** - Work Study provides financially qualified students the opportunity to earn money to help pay for college expenses.

A **Stafford Loan** is a low-interest loan made to financially qualified students to help pay for college expenses. This loan must be repaid. A separate application is required for loans. Second-year students must have 30 credit hours earned to qualify for a loan.

**PLUS Loans** - A PLUS loan is a loan made to qualified parents of students to help the family pay for college expenses. This loan must be repaid.

**North Carolina Community College Grant** is need based. Eligibility is determined by the same criteria as the Federal Pell Grant; students not eligible for Pell may be considered for this grant.

**State Programs**
North Carolina Student Incentive Grant Program is a grant program based on exceptional financial need.

**Local Programs**
Private scholarships may be available to assist with educational costs. These scholarships may be based on financial need, academic excellence or a combination of both.

## Applying for Financial Aid

The free application for Federal Student Aid (FAFSA) is needed to apply for the financial aid package. Financial aid may include PELL, SEOG, Work Study, NCSIG and loan eligibility. A separate application is required for loans.

The Financial Aid office has these applications and will assist CFCC students in the completing the application.

Financial aid eligibility is determined through the following formula:

Cost of Attendance
- Expected Family Contribution
= Documented Financial Need

## Verification

Federal tax returns and other income verification may be required of financial aid applicants based on information relating to the Student Aid Report.

## Awards/Notification

Students will be notified by mail of the amount of their award. This award letter will list the dollar amount and the program their funds come from (example: PELL or SEOG).

Students not eligible to receive financial aid will receive a letter notifying them of their status.

## Satisfactory Progress

Financial Aid students are required to maintain academic progression standards set by Cape Fear Community College and the Department of Education. Specific standards are sent to each student receiving aid.

## Eligibility Standards

Students receiving financial aid must meet guidelines established by the College and the Department of Education. Guidelines include:

- Maintain a 2.0 GPA. (Grade Point Average).
- Complete 67% of courses for which student registered.

The first term a student does not meet these standards, they will be given a warning; the second term they will lose all financial assistance.

Students who fail to meet the progression standards must have a cumulative 2.0 GPA to be put back on financial assistance and meet the Federal Guidelines. A full-time student must finish their program in 1 1/2 times their program length (example: a two year program must be finished in at least 3 years). This means that a student must complete 67% of the class load each term.

## Appeal

The right of appeal is granted to any student who has been suspended from Financial Aid. To initiate such an appeal, the student must submit a written appeal to the Director of Financial Aid within fifteen (15) business days from the beginning of the next academic term for which the student enrolls.

The Director will present the appeal to the Financial Aid Subcommittee of the Judicial Board within ten (10) business days. The student may choose to make his/her own presentation to the subcommittee. This request must be included in the letter of appeal.

The student will be notified of the Committee's decision by the Director of Financial Aid within fifteen (15) business days of receipt of the appeal by the Committee. The decision of the Financial Aid Subcommittee of the Judicial Board is final with no further appeals.

## Tuition/Fees/Books

Students who have been notified of awards can charge their tuition, fees and books up to the amount of their grants. Financial Aid disbursements will be mailed on the fourteenth day of class. If there is not enough money in the award to cover all expenses, the student will have to pay the balance at the time of registration or purchase of books.

## Scholarships

Scholarships available as of the printing of this publication are as follows:

## Foundation Scholarships

Scholarships are established with gifts from donors to the Foundation and are either endowed or non-endowed. Criteria for awarding the scholarships are specified by the donor in conjunction with Foundation staff. The college Financial Aid Office administers the awarding of scholarships to CFCC students. Please see the Financial Aid page on our web site (www.cfcc.edu) for additional information.

Endowed scholarships are generated through the investment of permanently-held principals so that only the income from the principal is used for scholarship awards. This enables the scholarship to exist in perpetuity.

Non-endowed scholarships are those for which all funds are dispersed as scholarships rather than as long-term investments. These scholarships are commonly referred to as "pass-though."

## CAPE FEAR COMMUNITY COLLEGE FOUNDATION, INC. Scholarships For Full-Time Students

**Scholarships are subject to change without notice. This list is current as of printing date. Students should contact the Financial Aid Office for applications, forms and specific information regarding scholarships.**

### Scholarships for any program of study:

**Janet Monterose Beason Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: None

**Cape Fear Community College Foundation Merit Scholarship**
Programs: Any
Minimum GPA: 3.0
Preference: New Hanover and Pender County high school seniors who demonstrate academic excellence and are active in their schools and communities

**Cape Fear Lion's Club**
Programs: Any
Minimum GPA: 2.5
Preference: Sight or hearing impaired graduate of a New Hanover County public or private high school or resident of New Hanover County

**William A. Clark Memorial - Wilmington East Rotary Club Endowed Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: Students who plan to enter the legal profession

**John and Sarah Cralle Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: Single mother

**Daisy Currie Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: None

**Suzanne and Dave Davis Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: None

**Domino's Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: Student athletes

**Dr. Hubert A. Eaton, Sr. Endowed Academic Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: None

**Mr. and Mrs. Herbert T. Fisher Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: None

**Carrie Hardy Gardner and Leah Miller Goldberg Memorial Endowed Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: Single mothers

**GoGas Scholarship**
Programs: Any
Minimum GPA: 3.0
Preference: GoGas employees, dependents and spouses

**Susan H. and John E. Homestead Endowed Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: None

**George Henry Hutaff Memorial Endowed Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: None

**Interroll Corporation Endowed Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: Interroll employees and dependents

**Kiwanis Club of Wilmington Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: None

**Landfall Foundation Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: Landfall employees working at least 10 hours/week

**Thera Ann Lanier Memorial Endowed Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: Students with learning or ambulatory difficulties or students training to work with these difficulties

**James W. Lea III Endowed Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: None

**L.L. Building Products Endowed Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: LL Building employees and dependents

**Louise F. McColl Endowed Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: Students who lived at Boys/Girls Home of Lake Waccamaw, NC or are in CFCC Athletic Program

**Tabitha Hutaff McEachern Endowed Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: None

**Pauline and Edward Nesselroade Endowed Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: Physically disadvantaged students

**Allen O'Neal Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: New Hanover County employees and dependents-letter of verification required

**Benjamin J. Quattlebaum II Academic Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: Public or Section 8 housing residents

**Ratcliffe-Richardson Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: Single parent

**Matthew Francis Recko Memorial Endowed Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: Student in St. John's Episcopal Church youth group or Hoggard High School graduate

**Regent Securities Services Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: Regent Security Services employees, children or grandchildren

**Robert S. and Jennifer J. Rippy Endowed Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: None

**Sharon H. Sanders Memorial Endowed Scholarship**
Programs: Any
Minimum GPA: 3.0
Preference: Topsail High School graduates

**Joseph M. and Barbara S. Schwartz Endowed Academic Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: Student-athletes in good standing with NJCAA eligibility requirements

**Sea Devil Athletic Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: Student-athletes in good standing with NJCAA eligibility requirements

**TFT & Co - Terry Turner Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: None

**Vietnam Veterans of America Wilmington Chapter 885**
Programs: Any
Minimum GPA: 3.0
Preference: Direct relative of a Vietnam-era service member

**George H. West Memorial Endowed Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: None

**Wieland Inc. Endowed Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: Wieland, Inc. employees and dependents

**Wilmington Cape Fear Rotary Club**
Programs: Any
Minimum GPA: 2.0
Preference: None

**Wilmington East Rotary Club/Diamond Endowed Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: Resident of New Hanover, Pender or Brunswick County for five years

**Wilmington Elks Lodge - BPO Elks # 532 Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: Resident of New Hanover County

**Wilmington Rotary Club Scholarship**
Programs: Any
Minimum GPA: 3.0
Preference: None

**Wilmington West Rotary Club Endowed Scholarship**
Programs: Any
Minimum GPA: 2.0
Preference: Resident of New Hanover, Pender or Brunswick County for five of past seven years with financial need

**Linda Wilson Endowed Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: Returning students and students who are parents

**Zimmer Development Company Endowed Scholarship**
Programs: Any
Minimum GPA: 2.5
Preference: None

## Scholarships for any College Transfer program of study:

**Mr. Creasy Scholarship**
Programs: College Transfer
Minimum GPA: 2.5
Preference: Hoggard High graduates studying math and science

**Dora Davidson Memorial Endowed Scholarship**
Programs: College Transfer
Minimum GPA: 3.0
Preference: Second year students with disabilities interested in teaching

**Virginia M. Martin Memorial Scholarship**
Programs: College Transfer
Minimum GPA: 3.5
Preference: None

**Mabel Dunn Hall Trask Endowed Scholarship**
Programs: College Transfer
Minimum GPA: 3.0
Preference: Second year students

**Allan and Laura Wilson Endowed Scholarship**
Programs: College Transfer
Minimum GPA: 3.0
Preference: Second year students who are residents of New Hanover, Pender or Brunswick counties

## Scholarships for Education and Associate Degree programs:

**Cape Fear Community College Faculty Association Endowed Scholarship**
Programs: Two-year Associate Degree
Minimum GPA: 3.5
Preference: Students who have completed 30 semester hours

**Charles E. and Susan P. Crowell Endowed Scholarship**
Programs: Associate of Applied Science or diploma programs
Minimum GPA: 2.0
Preference: New Hanover and Pender County residents

**Kathy Potter Garris Endowed Scholarship**
Programs: Office Systems Technology
Minimum GPA: 3.0
Preference: None

**Sidney J. Stern, Jr. Memorial Endowed Scholarship**
Programs: Social Sciences
Minimum GPA: 3.0
Preference: Second semester students, must have recommendation of instructor

**Wilmington Woman's Club Early Childhood Education Scholarship**
Programs: Early Childhood Education
Minimum GPA: 3.0
Preference: Declared Early Childhood Education major who has completed 6 semester hours in Early Childhood and required English and Math courses

## Scholarships for Architecture, Drafting and Design, Construction, Engineering, Electronics and related programs:

**William J. Boney Memorial Endowed Scholarship**
Programs: Architectural Technology, Drafting and Design
Minimum GPA: 2.0
Preference: New Hanover County residents

**Reverend Richard Edward Brown Memorial Scholarship**
Programs: Mechanical Engineering
Minimum GPA: 3.0
Preference: None

**Chloride Safety Systems Endowed Scholarship**
Programs: Drafting and Design, Electronics Engineering Technology
Minimum GPA: 2.8
Preference: Second year students; Chloride Safety Systems employees and dependents

**Clancy & Theys Construction Company Endowed Scholarship**
Programs: Architectural Technology, Carpentry, Interior Design, Electric and Electronic Technology, Masonry, Drafting, Welding
Minimum GPA: 2.0 and progressing well in classes
Preference: None

**James A. Claywell AIA Architectural Endowed Scholarship**
Programs: Architectural Technology, Drafting and Design
Minimum GPA: 2.5
Preference: New Hanover and Pender County residents

**Corning Incorporated Foundation Endowed Scholarship**
Programs: Engineering Education, Electronics Engineering Technology with Instrumentation concentration, Computer Engineering Technology
Minimum GPA: 2.5
Preference: Women or under-represented students

**Fenner Drives Scholarship**
Programs: Machining Technology and Mechanical EngineeringTechnology
Minimum GPA: 2.5
Preference: Fenner Drives employees or dependents

**Napoleon Jerome Owens, Sr. Memorial Endowed Scholarship**
Programs: Electrical/Electronics, Mechanical, Vocational/Technical
Minimum GPA: 2.5
Preference: Second semester students who are New Hanover County residents

**Progress Energy Scholarship**
Programs: Electrical/Electronics Technology, Electronics Engineering Technology, Industrial Maintenance Technology, Mechanical Engineering Technology
Minimum GPA: 3.0
Preference: Second year student recommended by instructors

**W. Mercer Rowe, Jr. Endowed Scholarship**
Programs: Electronics Engineering Technology
Minimum GPA: 2.5
Preference: Second year student recommended by instructors

**Sharpe Architecture Endowed Scholarship**
Programs: Architectural Technology
Minimum GPA: 3.0
Preference: New Hanover County School graduate

**Wallace & Virginia West Endowed Scholarship - Wilmington Contractors Association**
Programs: Construction-related fields
Minimum GPA: 2.0
Preference: None

**Wilmington Downtown Inc.**
Programs: Architectural Technology, Marine Technology, and Business Administration
Minimum GPA: 2.5
Preference: None

**Wilmington Cape Fear Homebuilders Association Scholarship**
Programs: Light Construction
Minimum GPA: 2.0
Preference: Students who plan to enter the building profession

**Don Yoder Memorial Engineering Scholarship**
Programs: Electronics Engineering Technology, Mechanical Engineering Technology, Architectural Technology, Chemical Technology, Computer Engineering Technology, Machining Technology, Instrumentation Technology
Minimum GPA: 4.0
Preference: Second year student

## Scholarships for Accounting, Business and related programs:

**Deborah Grizzle Britt Memorial Endowed Scholarship**
Programs: Business or Accounting related
Minimum GPA: 2.5
Preference: Second year student who is a New Hanover or Pender County resident

**Joyce J. Buffaloe Endowed Scholarship**
Programs: Nursing and Accounting (alternating years)
Minimum GPA: 2.5
Preference: New Hanover and Pender County residents

**Jeffrey L. Davis Endowed Scholarship**
Programs: Business
Minimum GPA: 2.5
Preference: None

**First Citizens Bank and Trust Company Endowed Scholarship**
Programs: Business-related
Minimum GPA: 2.0
Preference: May include internship with First Citizens

**Kathy Potter Garris Endowed Scholarship**
Programs: Office Systems Technology
Minimum GPA: 3.0
Preference: None

**June Mumford Memorial Endowed Scholarship**
Programs: Business
Minimum GPA: 2.5
Preference: Second year students

**North Carolina Association of CPAs**
Programs: Accounting, Bookkeeping
Minimum GPA: 3.0
Preference: None

**Daniel A. and Sheila M. Saklad Endowed Scholarship**
Programs: Nursing and Business Administration
Minimum GPA: 2.5
Preference: None

**Verizon Wireless Endowed Scholarship**
Programs: Business Administration or Customer Service
Minimum GPA: 2.5
Preference: None

**Wilmington Association of Independent Insurance Agents Endowed Scholarship**
Programs: Business
Minimum GPA: 2.5
Preference: None

**Wilmington Downtown Inc.**
Programs: Architectural Technology, Marine Technology, and Business Administration
Minimum GPA: 2.5
Preference: None

## Scholarships for Culinary, Hotel/Restaurant Management:

**Diamond Foods Enterprises, Inc. Endowed Scholarship**
Programs: Culinary and Hotel/Restaurant Management
Minimum GPA: 2.0
Preference: New Hanover, Pender or Brunswick County residents for past five years

**Hilton Wilmington Riverside Scholarship**
Programs: Culinary and Hotel/Restaurant Management
Minimum GPA: 2.5
Preference: None

**Bennett Lewis and Jacobi-Lewis Company Scholarship**
Programs: Culinary Technology
Minimum GPA: 2.5
Preference: None

**Sandra W. Murphy Family Foundation Endowed Scholarship**
Programs: Culinary and Hotel/Restaurant Management
Minimum GPA: 2.0
Preference: none

**Pineapple Scholarship**
Programs: Culinary Technology
Minimum GPA: 3.0
Preference: Second semester student

## Scholarships for Landscape Gardening:

**Cape Fear Garden Club Endowed Scholarship**
Programs: Landscape Gardening
Minimum GPA: 2.5
Preference: None

**Hampstead Garden Club Scholarship**
Programs: Landscape Gardening
Minimum GPA: 3.0
Preference: Second year student who is a Pender County resident

**Hobby Greenhouse Club Scholarship**
Programs: Landscape Gardening
Minimum GPA: 2.5
Preference: First year students

## Scholarships for Nursing, Radiography, Dental, and Health Related programs:

**AARP Chapter 707 Endowed Scholarship**
Programs: Nursing
Minimum GPA: 2.5
Preference: None

**Joyce J. Buffaloe Endowed Scholarship**
Programs: Nursing and Accounting (alternating years)
Minimum GPA: 2.5
Preference: Second year student who is a New Hanover or Pender County resident

**George and Ruth Caplan Endowed Scholarship**
Programs: Nursing
Minimum GPA: 3.0
Preference: Second year students

**Neill and Linda Currie Scholarship**
Programs: Nursing
Minimum GPA: 2.5
Preference: None

**Delaney Radiologists Endowed Scholarship**
Programs: Radiography
Minimum GPA: 3.0
Preference: Second year student from New Hanover County

**Sandra Z. Dumond Scholarship**
Programs: LPN going on to RN
Minimum GPA: 2.5
Preference: None

**Joe D. and Doris W. Eakes Scholarship**
Programs: Nursing and Vocational
Minimum GPA: 2.0
Preference: Required reading of *Pay It Forward*

**Elite Estate Management Educational Scholarship**
Programs: Dental Hygiene
Minimum GPA: 3.0
Preference: None

**Katherine S. Finley Endowed Scholarship**
Programs: Certified Nursing Assistant
Minimum GPA: 2.0
Preference: Second semester student who has passed Test 1A and has demonstrated community service.

**Forty and Eight of the American Legion Endowed Scholarship**
Programs: Registered Nurse
Minimum GPA: 2.0
Preference: New Hanover, Pender, Brunswick, or Columbus County resident for past five years

**Hanover Medical Specialists**
Programs: Nursing
Minimum GPA: 2.0
Preference: Most deserving student, determined by faculty

**Jim and Pat Hickmon Pharmacy Technology Endowed Scholarship**
Programs: Pharmacy Technology
Minimum GPA: 2.5
Preference: Second semester student

**Dr. and Mrs. Adrian S. Lineberger, Jr. in Honor of Susan Vinson-Greene Endowed Scholarship**
Programs: Allied Health
Minimum GPA: 2.5
Preference: None

**Lynette Howryla Messick Memorial Endowed Scholarship**
Programs: Health-related
Minimum GPA: 2.7
Preference: student with demonstrated financial need

Ministering Circle Scholarship
Programs: Registered Nurse
Minimum GPA: 2.0
Preference: Students with scholastic ability and financial need who plan to be nurses in New Hanover County

**National Association of Retired Federal Employees (NARFE) Endowed Scholarship**
Programs: Nursing and/or healing arts
Minimum GPA: 2.0
Preference: None

**Jessie Harper Newbold Memorial Endowed Scholarship**
Programs: Nursing
Minimum GPA: 2.0
Preference: LPN students

**Rosalie P. Owens Memorial Endowed Scholarship**
Programs: Allied Health
Minimum GPA: 2.5
Preference: Single female head-of-household who has completed one semester; Pender County resident

**Adriana M. Perpall Endowed Scholarship**
Programs: Nursing
Minimum GPA: 2.0
Preference: None

**Daniel A. and Sheila M. Saklad Endowed Scholarship**
Programs: Nursing and Business Administration
Minimum GPA: 2.5
Preference: None

**Agnes M. Torrella Memorial Endowed Scholarship**
Programs: Nursing
Minimum GPA: 2.5
Preference: Humanitarian with volunteer experience not receiving other scholarship aid

**Treman and Treman Dental Scholarship**
Programs: Dental Hygiene
Minimum GPA: 2.5
Preference: None

**Tri-County Dental Society Scholarship**
Programs: Dental Hygiene
Minimum GPA: 2.0
Preference: Student with demonstrated financial need

**James Walker Nursing Memorial Scholarship**
Programs: Registered Nurse
Minimum GPA: 2.0
Preference: None

**Valdosia J. Williams Scholarship**
Programs: Nursing
Minimum GPA: 2.5
Preference: None

**Wilmington Health Associates**
Programs: LPN, RN, Radiography, Sonography
Minimum GPA: 2.5
Preference: None

**Wilmington Woman's Club Nursing Scholarship**
Programs: Nursing
Minimum GPA: 2.0
Preference: Second year students

## Scholarships for Marine Technology:

**Ava M. Hobbs – Riverfest**
Programs: Marine Technology
Minimum GPA: 2.75
Preference: Selected by Marine Technology department

**Wilber W. Kirk - LaQue Endowed Scholarship**
Programs: Marine Technology
Minimum GPA: 2.0
Preference: Second-year students; selected by Marine Technology department

**James and Julia Tommerdahl Endowed Scholarship**
Programs: Marine Technology
Minimum GPA: 2.0
Preference: Selected by Marine Technology department

**Lloyd Dixon Hollingsworth "Beau" Watkins II Memorial Endowed Scholarship**
Programs: Marine Technology
Minimum GPA: 2.5
Preference: Selected by Marine Technology department

**Wilmington Downtown Inc.**
Programs: Architectural Technology, Marine Technology, and Business Administration
Minimum GPA: 2.5
Preference: None

## Scholarships for other Vocational and Technical programs:

**Antique Automobile Club of America**
Programs: Automotive Technology and Autobody Repair
Minimum GPA: 2.0
Preference: None

**Donald E. Crowell Memorial Endowed Scholarship**
Programs: Vocational/Technical
Minimum GPA: 2.0
Preference: None

**Joe D. and Doris W. Eakes Scholarship**
Programs: Nursing and Vocational
Minimum GPA: 2.0
Preference: Required to read Pay It Forward

**Cal and Diane Geary Scholarship**
Programs: Heavy Equipment and Transport Technology (Marine Concentration)
Minimum GPA: highest of those applying
Preference: Second semester student

**Dan and Susan Hickman Scholarship**
Programs: Technical
Minimum GPA: 2.5
Preference: None

**Napoleon Jerome Owens, Sr. Memorial Endowed Scholarship**
Programs: Electrical/Electronics, Mechanical, Vocational/ Technical
Minimum GPA: 2.5
Preference: New Hanover County resident who has completed one semester

**Progress Energy - Daniel D. Cameron, Sr. Endowed Scholarship**
Programs: Vocational
Minimum GPA: 2.0
Preference: None

**Dorothy B. Reid Endowed Scholarship**
Programs: Ceramics
Minimum GPA: 3.0
Preference: Second level or higher Ceramics student

**Captain Ralph W. Roper Law Enforcement Scholarship**
Programs: Basic Law Enforcement Training
Minimum GPA: 2.0
Preference: Student must graduate and pass NC BLET exam

**Don Yoder Memorial Engineering Scholarship**
Programs: Electronics Engineering Technology, Mechanical Engineering Technology, Architectural Technology, Chemical Technology, Computer Engineering Technology, Machining Technology, Instrumentation Technology
Minimum GPA: 4.0
Preference: Second year student

## Merit Scholars

Cape Fear Community College is the fastest-growing community college in North Carolina. Many outstanding local high school students want to attend CFCC. To assist them, the CFCC Foundation awards merit scholarships annually to deserving New Hanover and Pender County seniors who exhibit academic excellence. To qualify for a CFCC Merit Scholarship, you must:

1. Be a current high school senior;
2. Have applied for or been approved to enroll in Cape Fear Community College in a curriculum program;
3. Submit a letter of recommendation from your high school principal, guidance counselor, or a high school teacher;
4. Demonstrate academic potential through high school grades, rank in class, and/or aptitude test results.
5. Be a U.S. citizen or documented alien.

Consideration will be given to non-school activities, work record, community service, and association with the applicant's vocational field of interest.

## Student Ambassadors

During the spring semester each year, Student Ambassadors are selected to represent the College and the Foundation at a variety of college-sponsored events. Examples of these events include student registration and orientation, donor recognition events and graduation.

Student Ambassadors must have an outgoing personality, a professional appearance, and high academic achievement. In addition, nominees will be screened for strong oral and written communication skills (public speaking), knowledge of the college and community, ability to make a positive impression, scheduling flexibility, access to transportation, and high level of commitment to CFCC. Ambassadors must maintain full-time status and perform 2-5 hours required volunteer service work per week.

Those selected in the spring serve as Student Ambassadors during the upcoming academic year. Candidates for the Student Ambassador position complete the required application and are required to support the application with three letters of recommendation from faculty and staff of the college.

The Foundation solicits the help of faculty and staff in notifying students of the availability of Student Ambassador positions and in encouraging students to apply for the honor. The

college pays for the tuition, fees and books for the semesters in which they serve in this role and provides official items of clothing as well.

A committee appointed by the Executive Director of the Foundation interviews the candidates for ambassador and recommends candidates to the Executive Director for selection. Extensive training for new ambassadors is held during the summer.

## Veterans Educational Benefits

The Veterans Administration determines the eligibility of students requesting Veterans Educational benefits. Cape Fear Community College processes necessary documentation, certifies enrollment and follows students' academic progress. The Financial Aid Office provides guidance in obtaining VA educational benefits for eligible students enrolled with the College.

VA educational benefits are available to eligible veterans, spouses and children of certain categories of living and deceased (service related) veterans and to certain active duty military personnel, reservists and members of the National Guard.

## Maintaining Veterans Educational Benefits

Students who are receiving VA educational benefits are required to maintain satisfactory progress. The College's established Satisfactory Progress Standards are printed on page 19. VA students whose cumulative grade point averages fall below the Satisfactory Progress Standards will be placed on academic probation for the following semester/session. VA students' whose cumulative grade point averages continue to fall below the required level will be ineligible for Veterans educational benefits.

Prospective students who believe they may be eligible for G.I. Bill benefits should contact the Veterans Affairs Office at the College.

## Vocational Rehabilitation

This is a program administered by the North Carolina Department of Human Resources. The Division may provide services as are necessary to enable a physically, mentally and/or educationally disabled person to become self employed. If a prospective student has a disability or is limited in his/her activity because of a disability, he/she should contact the nearest Division of Vocational Rehabilitation Office. The Wilmington Unit Office is located at 1506-A Market Street, Wilmington, NC. The telephone number is (910) 251-5710.

# *Expenses*

## Tuition

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification. Current tuition costs can be found in the *Schedule of Classes* published for each academic term or in the Admissions Office.

Tuition is due and payable on the day of registration unless otherwise noted. Any deferred payment or exceptions must be approved by the Vice President for Business Services. Tuition is free for North Carolina resident senior citizens 65 or over except for self-supporting classes. However, other fees are payable where applicable. If tuition is a major factor in the students determination to attend CFCC, the student should contact the Financial Aid Office as soon as possible.

Payments can be made by cash, check, MasterCard or Visa. Students must bring credit cards to the Business Office to charge payments.

## Student Fees

A non-refundable student fee is charged to all curriculum students for the Fall and Spring semesters. This fee is due and payable on the day of registration. The maximum fee charged is $38.00 per academic year.

Funds collected from activity fees are used to support the costs of student publications, athletics, social activities sponsored by the Student Government Association, student identification card, and parking permits.

In the Fall of 2003, the Board of Trustees of Cape Fear Community College approved a non-refundable "Technology Fee" to be charged to all curriculum students for the Fall, Spring and Summer sessions. The $1.00 per credit hour fee, not to exceed $16.00 in a semester, is due and payable on the day of registration.

## Student Identification Card

The student I.D. card is purchased when a student pays for his/her tuition and fees in the Business Office. The photo I.D. card is valid for two consecutive years. This card must be presented by the returning student, at the time of registration, or he/she will be required to purchase a new card. The student I.D. card serves as the College library card and no materials will be issued by the Library without one. The student I.D. card is also required for participation in sports activities at the Schwartz Center.

## Parking Permits

A parking permit is issued when a student is paying for his/her tuition and fees in the Business Office. The parking permit is valid August to August.

## Insurance

The College provides limited student **accident** insurance for curriculum students at no cost to the student; however, this

insurance may not cover all expenses of treatment received by the student. Coverage is a (secondary) policy unless there is no other insurance in place. The College is not responsible for non-covered expenses. This accident insurance coverage is subject to approval by the Board of Trustees each fiscal year. Individual health insurance is the responsibility of each student. Students may purchase health insurance; the enrollment forms and fee information are available in the Business Office.

The following students are required to purchase professional liability insurance: Associate Degree Nursing, Cosmetology, Dental Assisting, Dental Hygiene, Practical Nursing, Nursing Assistant, Occupational Therapy Assistant, Pharmacy Technology, Phlebotomy, Early Childhood, Sonography, and Radiography. The cost of this insurance is presently *$15.00.

Paramedic students are required to purchase paramedic professional liability insurance. The cost of this insurance is presently *$63.80.

## Textbooks and Educational Tools

Students are expected to purchase textbooks which are usually available from the college bookstore at the beginning of each academic session. Although not required in all courses, additional educational tools are required in certain courses and programs. Cameras, chef's tools, safety eyewear, steel-toed boots and computers are examples of educational tools that are required for specific courses and/or programs. The bookstore does not have a charge or credit system; therefore, books and tools must be paid for at the time of purchase.

## Bookstore

There are two CFCC bookstores. The Wilmington Campus store is located on the ground floor of the Allied Health (L) building. The North Campus store is located in room NA114. The bookstores provide textbooks, supplies and other collegiate materials. Hours of operation and policies governing textbook refunds and buy-backs are posted in the bookstores.

## Refund

A pre-registered curriculum student who officially withdraws from any/or all classes prior to the first day of the College's academic session will be eligible for 100 percent tuition refund. Fees are non-refundable.

A 75 percent refund will be made if the student officially withdraws during the period starting from the first day and ending on the 10 percent day of the academic session. A student is not officially withdrawn until he/she processes a formal withdrawal form with the Admissions and Records office. The effective date of withdrawal is the day the Admissions and Records office receives the form.

Students who wish to change their class schedule during the Late Registration/Drop/Add period are advised to drop and add courses during the same registration session to avoid a 25% processing fee. Please refer to the Academic Calendar for Late Registration/Drop/Add dates.

## Return Check Guidelines

Tuition payment made with a check returned by the bank will be considered nonpayment of tuition. Students will lose their classes or will not be able to attend classes until full restitution is made. Absences incurred due to nonpayment of fees will be counted in accordance with the College's attendance policy.

## Transcript of Record

Upon written request of the student, a transcript of credits earned at Cape Fear Community College will be sent to other colleges and/or industry. Transcripts per the request may be picked up or will be mailed after 4:00 p.m. on the following work day. Effective July 1, 2005 all transcripts are $2.00 each.

## Graduation Fees

Fees for graduation are not included in the activity fee. The cost for caps and gowns are paid by the student directly to the company representative from whom they are being ordered. At present the cost is approximately $25.00, but is subject to change.

*(Applicable fees at time of printing are subject to change without notice.)

## Institutional Indebtedness

No student will be permitted to graduate nor will a transcript be issued until all financial obligations to the College are satisfied.

## Personnel in the Armed Services

Any active duty member of the armed services or a military dependent who does not qualify as a North Carolina resident for tuition purposes may be eligible to pay a reduced tuition rate if eligibility requirements for the Military Tuition Benefit (N.C. General Statute Section 116-143.3) have been met. Members for reserve components are not eligible for the benefit unless they have been called up for active duty.

# *Student Activities*

Extra-curricular activities are an important part of the total educational program at Cape Fear Community College and fulfill the College's mission by providing a variety of activities that enrich students' lives. The goal of the Student Activities Department is to accommodate student diversity in backgrounds, abilities, interest, and career objectives; enhance academic success; and promote diplomacy, unity, self discipline, physical and emotional well-being, and leadership skills.

## Athletics and Intramural Activities

Cape Fear Community College is a member of the National Junior College Athletic Association (NJCAA)-Division I, competing in the Carolinas Junior College Conference (Region X), a high level of competition. College athletics may include basketball, volleyball, golf, soccer, softball and tennis depending on student interest and facilities availability. Students participating in intercollegiate athletics must meet NJCAA and/or

ECCCAC eligibility requirements and standards. Individuals participating in college intramurals must be currently enrolled and be in good standing.

The goals and objectives of intercollegiate athletics are listed below:

**Goals:**
- To enhance academic success of student athletes
- To provide opportunities for participation in competitive college sports
- To promote the development of self discipline and leadership skills

**Objectives:**
- Monitor the academic grade point average of collegiate student athletes
- Develop and monitor sports activities based on student interest as gleaned from Student Interest surveys and participation
- Monitor the retention and graduation rates of student athletes

## Student Activity Center

Cape Fear Community College's Student Activity Center is located in the Allied Health Building (L112) and provides services, programs, and facilities for the students, faculty, and staff of the College.

In the Student Activity Center are facilities and equipment for organized and informal recreation and socializing. These facilities include table tennis, foosball tables and a television room, which provides a place for students to relax. The Student Activity Center also offers space for the many clubs at CFCC to hold their monthly meetings and is the home of the Student Government Association office.

We welcome all new and returning students to come visit our Student Activities Center and take advantage of what Cape Fear Community College has to offer.

## Student Government Association

The Student Government Association (SGA) is the official organization authorized by the administration to represent all students at Cape Fear Community College. The SGA is a democratic organization and as such elects officers each year. The State Board of Community Colleges, the CFCC Board of Trustees, and the administration, faculty, and staff fully support the SGA. This support is most visible in the office of the SGA President who, upon election to that office, automatically becomes a member of the Board of Trustees and the College Council. Additionally, students have SGA representatives on standing college committees. These committees are charged with annually reviewing and recommending changes to the College.

The Student Government Association is an active organization; it is the voice of the student body and has paved the way for good lines of communication between students and administration. Students receive practical experience in responsible citizenship through participation in a program of self-government.

The SGA is governed by its Constitution and By-Laws. Copies of these documents are available in the SGA office.

## Social Activities

The social development of the student is an important phase of the total educational program at Cape Fear Community College. Under the sponsorship of the SGA, social events include concerts, cookouts, holiday celebrations, charity events, tournaments, athletic events and various other student body activities.

## Student Ambassadors Program

Each year the College selects student ambassadors to represent CFCC at various college functions and special events. These students are selected based on their leadership ability, academic achievement, college involvement and their desire to assist other students and represent the College. The major purpose of the program is to teach students the importance of responsibility and teamwork, raise self-esteem and create a well-rounded college experience.

## Phi Theta Kappa

The Phi Theta Kappa International Honor Society encompasses the upper ten percent of all students enrolled in the two-year college system. Alpha Chi Sigma is the CFCC Chapter of Phi Theta Kappa. Membership in Alpha Chi Sigma is extended by invitation only. To be eligible, a student must be enrolled in a regionally accredited institution offering an associate degree program. Full-time (12 credit hours) students must have completed at least 12 hours of course work leading to an associate degree and grade point average (GPA) of 3.5. Part-time (fewer than 12 credit hours) students must have completed 12 hours and have a GPA of 3.5 and must enjoy full rights of citizenship.

## Clubs and Organizations

Ambassadors
Architectural Technology
Art
Bible
Chorus
Dental Hygiene
Drafting and Design
Drama
Electrical/Electronics Technology
Instrumentation
Interior Design
Jazz
Machining Technology
Mechanical Engineering Club
Nursing (Assoc. Degree Nursing)
Nursing (Licensed Practical Nursing)
Occupational Therapy Assistant
Phi Theta Kappa
Pineapple Guild

Renaissance Art Club
Spanish Club
Student Government Association

Student organizations and clubs that help fulfill the mission of CFCC, accommodate student diversity, enhance academic success, promote diplomacy, unity, discipline, physical/emotional well being, and develop leadership skills are an important part of Cape Fear Community College.

New student organizations and clubs may be approved by the Vice President of Student Development, in consultation with the Director of Student Activities, after written application is submitted to the Director of Student Activities. The written application must state the proposed name of the organization, the names of all students proposing the organization, the name of at least one faculty/staff member (full-time CFCC employee) who has agreed to serve as a sponsor to the group, and a complete description of the proposed activities of the group including, but not limited to, (1) purpose statement, (2) goals, (3) complete description of the organization's proposed activities, and (4) Club Constitution.

Once a student organization and/or club is approved, each activity must be individually approved by the Director of Student Activities before it is undertaken. Student Activity Forms are available from the Director of Student Activities. It is the primary responsibility of the proposing organization to provide accurate and complete descriptions of individual activities of the organization. Inactive student organizations and/or clubs may be disbanded at the College's discretion.

The College reserves the exclusive right to immediately suspend any activity that is not being conducted in exact accord with the college-approved description of the activity or any activity that substantially disrupts or materially interferes with the work, discipline, and/or educational activities of the College (e.g., by violating reasonable college rules and regulations, interrupting classes or other college programs or activities, or inciting or producing imminent violence or other lawless action on College premises) as adjudged by designated College officials. Moreover, the College reserves the exclusive right to disband any student organization and/or club that: (1) conducts such inappropriate and/or unapproved activities; and (2) fails to follow college guidelines.

**Guidelines for Display or Distribution of Handbills, Posters, or Other Materials by Student Clubs, Community and Non-Profit Organizations, and Individuals**

The College would like to provide educational opportunities to its students and others in the college community and believes that public expression through displays or distribution of handbills, posters, or other materials can play an important role in accomplishing this goal. The College also believes firmly in its obligation to college employees and its students to provide an environment that is conducive to learning. Public expression that enhances this environment by affording students and others in the college community exposure to a variety of ideas is encouraged. Subject to the terms and conditions set forth in these procedures, to any rules or regulations established by the College pertaining to display or distribution, and to other applicable laws, rules, and regulations, an organization or individual may display or distribute handbills, posters, or other materials that are aimed at providing information to students.

The following guidelines apply to materials posted on the campus of Cape Fear Community College, regardless of the source of those materials. They include:

Posted information shall not contain obscene or libelous information or other information that is not protected by law.

Information will not be placed over existing notices. Outdated material will be removed to make room for timely information.

All event items must be removed by the sponsoring organization immediately following the event.

All notes to be posted in stairwells, at doorways, or in other college locations not otherwise permitted in these guidelines, require approval by the Vice President of Student Development five work days (Monday through Friday) in advance of the proposed posting.

Due to extreme space limitations, information to be posted by student groups, community groups, or individuals in areas other than those reserved for Phi Theta Kappa and academically-oriented student clubs will be posted for a maximum of two weeks and must be no larger than 8.5" X 11".

Items not approved in the prescribed manner will be removed and discarded.

Placement of information on vehicles of others on campus is prohibited.

The College reserves exclusive rights to re-arrange materials to accommodate the display of additional materials, to establish limits on the amount of information organizations may display, and to deny additional requests when all designated space is being used.

Failure by any organization or individual to abide by CFCC guidelines will be grounds for denying additional requests from the same organization or individual.

The College will grant access by an eligible organization or individual to areas of College premises, designated for public expression on a neutral basis, in accordance with these procedures. A grant of access to any particular organization or individual does not mean that the College endorses the beliefs, practices, or views expressed by that organization or individual, and outside organizations and individuals are expressly prohibited from stating, implying, or suggesting in any manner that they are endorsed by or associated with the College or that any publication, announcement, or other form of expression provided by the organization or individual has

been approved by or is associated with the College. Areas of college premises designated for public expression will not be denied to any organization or individual on the basis of the content of information sought to be provided by or the convictions or affiliations of that organization or individual.

Given the varying nature of different organizations and the wide-range of notices that individual students and/or college personnel may wish to post on occasion, additional guidelines apply to certain types of organizations and individuals, as noted in the following information:

**Phi Theta Kappa**
Space has been designated for displays of the Alpha Chi Sigma chapter of Phi Theta Kappa, CFCC's student honor society, and displays are subject to approval of chapter officers and faculty/staff sponsors.

**Academically-Oriented Student Clubs**
Academically-oriented student clubs that are directly linked in name, purpose, and practice to specific instructional disciplines or programs offered at CFCC may post discipline-related displays and materials, including announcements of upcoming club meetings, on College bulletin boards in their respective academic departments, subject to advance approval of faculty sponsors, department heads, and the appropriate division Deans.

**Other Student Clubs and Community and Non-Profit Organizations**
Other student clubs and community and non-profit organizations may distribute or display information relating to the approved purpose including announcements of upcoming meetings, in accordance with the following guidelines:

All items displayed by other student clubs in the category must be approved by the faculty/staff sponsor and the Vice President of Student Development. Items submitted by community and non-profit organizations must be approved for display by the Vice President of Student Development. The Vice President of Student Development will consider all requests for display and distribution in light of the availability of areas that are designated for such purposes and the availability of space for the proposed display or distribution within any designated area(s). Requests for access to distribute or display publications will be reviewed and granted on a first-come, first-serve basis. The College will communicate its approval or disapproval of access for distribution or display and any conditions of access to the requesting organization or group, generally within three business days after the request is submitted. Access for display or distribution of materials will not be provided if previously approved requests for access to display or distribute materials have resulted in space being unavailable for additional displays or distributions within any designated area(s). Approved materials may be displayed on the designated bulletin board(s). No one club may use a disproportionate amount of the allotted space unless other clubs do not elect to display information. Committee organizations and individuals may display approved notices on designated bulletin board(s).

**Appeal**
Any organization or individual who believes that the opportunity to display or distribute handbills, posters, or other materials has been denied improperly may appeal the denial by providing written notice of the appeal to the Vice President of Student Development within three business days of the date on which the organization or group has been advised of the denial. Information supporting the appeal (which may include a written statement or, at the election of the individual or group, a conference with the College's Judicial Board) also should be provided. As a general rule, the Judicial Board will make a final decision within five business days of receiving the appeal and any written information or, if a conference with the organization or individual has been scheduled, after conducting the conference.

## Student Publications
All student publications, printed and electronic, are supervised by the Director of Student Activities, and the Vice President of Student Development. Students are invited to submit information to the Director for possible inclusion in printed material. All material must adhere to the canons of responsible journalism, including the avoidance of libel, indecency, vulgarity, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The Executive- Vice President has the authority to determine responsible journalism and to prohibit the publication of any material in violation of the canons of responsible journalism.

# *General Information*

## Change of Name/Address
If a student should have an address change while enrolled at the College, he/she should fill out an INFORMATION UPDATE FORM in the Admissions and Records Office. Students who have a name change must provide proper legal documentation.

## Children on Campus Policy
Children cannot be taken into classrooms, laboratories or shops unless authorized by College personnel. Responsible adults will be expected to remove disruptive children immediately. Children cannot be left unattended on campus including the Learning Resources Center, the cafeteria, lounge areas, registration sites, administrative offices or parking lots.

Failure to comply with this policy will lead to disciplinary action as outlined in the College Catalog, Student Handbook and Faculty and Staff Handbook. Visitors violating this policy will be notified of the violation and continued violation will result in the individual being asked to leave campus.

## Dress
CFCC invites prospective employers and industry representatives on campus throughout the academic year. Therefore, while students may dress casually, they are encouraged to dress neatly and cleanly. Students are required to wear shoes to help ensure safety on campus and/or college facilities.

Where special dress or safety devices are required by the College, North Carolina Community College System, regulations, or public law, students are expected to fulfill those requirements.

## Food Services
Hot food and snacks are available in the cafeteria, which is located on the first floor of the Allied Health (L) Building, from 7:30 AM to 8:30 PM Monday through Thursday and 7:30 AM to 4:00 PM on Friday unless otherwise posted. Food service is also available in the cafeteria at the North Campus.

## Graduation Needs
Orders for caps, gowns and class rings will be accepted by a company representative during announced dates. Students who anticipate graduating at the close of Spring or Summer academic sessions will be provided a limited number of commencement announcements. Students completing graduation requirements at the close of the Fall academic session will be invited to participate in the May ceremony.

## Housing
The College does not have housing facilities. However, upon request and if known, college officials will provide students information concerning available housing. Students are advised to have a clear understanding with landlords regarding all rental and/or lease agreements. Students are urged to make housing arrangements well in advance of enrollment.

## Lost and Found
The Switchboard Operator will accept articles found on campus and, if not claimed, store them for one month. Articles not claimed within one month will be given to a non-profit organization.

## Parking
The student parking lots are located two blocks north of the Wilmington campus. Three lots are located off Front Street and one lot is located behind the Schwartz Center. Student parking is also available at the North Campus and at our satellite facility in Burgaw.

Handicapped parking is provided at each of the Wilmington campus buildings. Behind the Galehouse Building there are three wheelchair and nineteen handicap/special parking spaces; the Electronics Technology Center has two spaces; the Burnett Building has two spaces. The parking lot behind the Schwartz Center has six handicap parking spaces. Disabled persons wishing to park behind the Galehouse Building should stop at the parking attendants station for assistance.

Parking locations, regulations and permits are obtained in the Business Office.

**Note:** Anyone displaying a DMV handicapped decal or license plate may park in any of the metered or time allotted parking spaces in the downtown area without being ticketed.

## Telephones
Pay telephones are available for students to use. Students may not use phones located in college offices unless it is an emergency.

Incoming calls for students will be honored only in cases of emergencies.

# *Student Expectations, Rights, and Responsibilities*

## Student Records
CAPE FEAR COMMUNITY COLLEGE RESPONSIBILITIES UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (THE BUCKLEY AMENDMENT)

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Consistent with this legislation, Cape Fear Community College establishes the following policy to ensure compliance. Failure to comply with standards prescribed in the Act could jeopardize federal funding received by the institution and its students.

## Rights of Students
In compliance with the law, an individual becomes a student when he/she registers at the College. Upon reaching age 18 or attending an institution beyond the high school level, the student has the right to view his/her own school or college records. These records include the academic transcript of the College, post-secondary transcripts, high school transcripts, and other documents maintained as part of the students permanent file with the exception of confidential letters of recommendation. All permanent academic records are housed and maintained by the Registrar.

CFCC requires written authorization from the student prior to release of academic records. A minimum of 48 working hours will be required by the College to access the requested academic information. The student may inspect, copy, and review his/her records in the Registrar's Office. There may be a charge for copies.

## Rights of Parents
Parents of a child who is under the age of 18 and has never attended an educational institution beyond high school level has

the right to inspect and review that child's academic records. After a student reaches the age of 18 or enters a post-secondary institution, the parent will be denied access to the students academic record unless the student gives written consent. The College assumes that all students are independent adults attending an institution designed for adult education. Parents do have the right to review the academic records of their child if they are claiming the child as an income tax deduction; however, they must show proof of the claim.

## Rights of Faculty

The faculty of the College has a legitimate educational interest in a students academic records. Therefore, access to those records is authorized by the institution. Along with this access comes certain obligations and responsibilities.

A faculty member shall not access educational records of any student for which he/she does not have a direct advisory responsibility. Those with direct advisory responsibility include the current instructors of the student, the students faculty advisor, and the appropriate department head and division chair. A faculty member not professionally associated with a student shall not access educational records of the student without the written consent of the student.

A faculty member shall not disclose any information from a students record to a third party (i.e., other students, other faculty members, employers, etc.) without the written consent of the student. Parents of the student do not have special access rights and should not be given information without the students written consent.

A faculty member shall be responsible for the security of all academic information in his/her possession. These records must not be accessible to students and unauthorized personnel.

A faculty member shall refrain from disclosing academic information by phone without the expressed written consent of the student.

## Rights of Administration

Student Development and specifically the Registrar's Office, has the responsibility of maintaining and safeguarding the academic records of all students of the College. Consistent with this responsibility, the personnel of Student Development will access student records as needed. However, these individuals bear the responsibility for ensuring that no unauthorized disclosure of student academic information occurs without the expressed written consent of that student.

The President, Vice-Presidents and Deans of the College may access student records when needed to facilitate the students educational pursuit.

Educational records of a student will not be accessed for employment decisions without the expressed written consent of the student. Information from student academic records may be shared in aggregate for educational research purposes.

## Directory Information

Directory information includes name, major field of study, full time/part time enrollment, the most recent college attended, dates of enrollment, degrees and awards received, and the College assigned email addresses.

Students have the right to withhold disclosure of any directory information by completing a request for non-disclosure in the Director of Enrollment Management's Office. Requests for non-disclosure must be filed annually. The College assumes that a student's failure to file a request for non-disclosure indicates approval for disclosure.

The complete text of The Buckley Amendment is available for review in the Office of the Director of Enrollment Management.

## Computer Acceptable Use Policy

**Purpose**

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College's computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible ethical behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access the College's computing resources and to use any and all information retrieved from the computing resources. Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Further, information contained on the College's computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgement on appropriate conduct must be relied upon. To assist in such judgement, users will follow this policy:

1. College computing resources are to be used only for educational, research, or instructional purposes for which access is provided, and are not to be used for any unauthorized purpose, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.

2. An access account assigned to a user must not be used by any other individual. Users are responsible for the proper use

of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's account, or other unauthorized use of an access account is a serious violation of this policy.

3. Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language, e-mail messages, and/or material, including broadcasting unsolicited messages, sending unwanted e-mail, or impersonating other users. Remember - the College's policies against discrimination and harassment apply to communications through the College's computing resource or otherwise.

4. All computer software is protected by federal copyright law. In addition, most software is being proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources.

5. Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page, with the express permission of the author or creator.

6. Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.

7. Users shall not waste, monopolize, interfere or misuse the College's computing resources by, for example, requesting an excessive number of copies from a printer, playing games or participating in chain letters or Ponzi schemes.

8. Users shall not access or damage any portion of the College's computing resources or other College property, such as College records, applications or data. The College's computing resources shall not be used for illegal activities.

9. Users learning of the misuse of the College's computing resources or violations of the Acceptable Use Policy must notify a faculty member of the College or other College official immediately.

**Enforcement**
Failure to follow the Acceptable Use policy and any misuse of the College's computing resources may result in the suspension or revoking of access accounts, removal from the class with a grade of "F", as well as other College disciplinary action including but not limited to conduct probation, suspension, or dismissal from the College. All College policies and procedures are applicable to users of the College's computing resources. A violation of the Acceptable Use Policy is considered participation in an activity which disrupts the educational process of the College and is a violation of the Conduct Policy of the Catalog & Student Handbook, as well as other applicable policies and procedures of the College. Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities.

*Cape Fear Community College is not liable for actions of anyone connected to the Internet through the College's computing resources. All users will assume full liability: legal, financial or otherwise, for their actions.*

## Conduct

It is expected that at all times the student will conduct himself/herself as a responsible adult. Participation in any activity which, in the opinion of the administration, disrupts the educational process or functioning of the College may result in disciplinary action. Specific violations of conduct include, but are not limited to the following:

a. destruction of college property
b. stealing
c. gambling
d. use of profane language
e. engaging in personal combat
f. possess or carry, whether openly or concealed, any weapon on campus; the only exception to this directive is in the case where training or job requirements of the students or employee requires that such be carried
g. possession and/or use of alcoholic beverages
h. possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G.S. 89-90 through G.S. 90-94

Violation of these rules of conduct will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as employees or students. Any violation of these standards of behavior may result in dismissal from the College.

Additional classroom rules will be designated by instructors or supervisors and must be followed by all.

Any person observing conduct violation(s) should immediately contact the Vice President of Student Development.

## Conduct Probation and Suspension

Any student whose conduct becomes unsatisfactory may be placed on conduct probation; however, a student is subject to immediate suspension if deemed necessary by the Vice President of Student Development. Any misconduct after a person is placed on conduct probation may result in prompt suspension.

## Right of Appeal

The right of appeal is granted to any student who has been suspended from Cape Fear Community College for conduct violations. To initiate such an appeal, follow the process outlined in the "Grievance Procedure" section.

## Classroom Rules

According to College policy, no food or beverages are permitted in any classrooms, labs, or libraries at Cape Fear Community College.

## Weapons on Campus

It is unlawful for any person to possess or carry, openly or concealed, any weapon on campus. The only exception made to this directive is in the case where training or job requirements of the student or employee requires that such a weapon be carried.

## Crime Awareness and Campus Security Policy

I. Cape Fear Community College adheres to the following Crime awareness and Campus Security Policy.

A. In case of an accident, illness, criminal actions, and other emergencies, the Vice President of Student Development must be notified immediately. (If any of the above situations occur at any campus site (example: Pender County Satellite) the appropriate Director of that location must be notified.

B. The Vice President of Institutional Services or the designee is responsible for security and access to all campus facilities.

C. Campus law enforcement is handled by a local security agency. When further action is necessary they seek assistance from city police or county law enforcement.

D. Violations involving the possession, use, and sale of alcoholic beverages, possession and/or use of any drug as defined under the N.C. Controlled Substance Act will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as students or employees. Any violations of these standards of behavior may result in dismissal from the College.

E. All incidents (criminal and security) must be reported to the Vice President of Student Development (day) or Duty Administrator (night) and/or campus security guards.

F. All incidents (crime and security) must be reported on the appropriate form and turned in to the Vice President of Student Development.

G. Individuals seeking information about registered sex offenders in the region may contact the local Sheriff's Department or go to the North Carolina State Bureau of Investigation website: http//sbi.jus.state.nc.us.

II. Security Operations

A. Cape Fear Community College (CFCC) has a contract with a local, professional security firm to provide security for the Wilmington campus as well as off campus facilities (example: Roland-Grise) when classes are being held or when it is requested by sponsors of special events. An on-site security system is in place at the Pender County facility also. These systems are tied into local police departments. Security services are also provided at the North Campus.

B. The guards have portable radios and are constantly patrolling. Should any event requiring security occur, the guards are to contact the City of Wilmington Police (station is one-half block away) and then try to control event until police arrive. Events are reported to the appropriate personnel after the situation is under control. Security escorts are available to walk students, faculty and staff to their car at night. The switchboard operator, located on the second floor of the McLeod Building, will arrange escorts.

III. Information concerning crime awareness and campus security procedures and practices are disseminated to students and employees through the following.

A. Faculty, staff and student handouts.
B. Catalog and Student Handbook.
C. Orientation.

IV. Information data on crime and security violations has been collected since August 1, 1992. Results of the data will be reported and available for distribution to interested parties.

## Crime Data

| Criminal Offenses - On-campus | 2002 | 2003 | 2004 |
|---|---|---|---|
| a. Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| b. Negligent manslaughter | 0 | 0 | 0 |
| c. Sex offenses - Forcible | 0 | 0 | 0 |
| d. Sex offenses - Non-forcible (Include only incest and statutory rape) | 0 | 0 | 0 |
| e. Robbery | 0 | 0 | 1 |
| f. Aggravated assault | 0 | 1 | 0 |
| g. Burglary | 4 | 2 | 2 |
| h. Motor vehicle theft | 0 | 1 | 0 |
| i. Arson | 0 | 0 | 0 |

| Criminal Offenses - Public Property | 2002 | 2003 | 2004 |
|---|---|---|---|
| a. Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| b. Negligent manslaughter | 0 | 0 | 0 |
| c. Sex offenses - Forcible | 0 | 0 | 0 |
| d. Sex offenses - Non-forcible (Include only incest and statutory rape) | 0 | 0 | 0 |
| e. Robbery | 4 | 0 | 0 |
| f. Aggravated assault | 2 | 0 | 0 |
| g. Burglary | 0 | 0 | 0 |
| h. Motor vehicle theft | 10 | 0 | 0 |
| i. Arson | 0 | 0 | 0 |

| Criminal Offenses - Reported by Local & State Police | 2002 | 2003 | 2004 |
|---|---|---|---|
| a. Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| b. Negligent manslaughter | 0 | 0 | 0 |
| c. Sex offenses - Forcible | 0 | 0 | 0 |
| d. Sex offenses - Non-forcible (Include only incest and statutory rape) | 0 | 0 | 0 |
| e. Robbery | 0 | 3 | 1 |
| f. Aggravated assault | 0 | 2 | 1 |
| g. Burglary | 0 | 1 | 4 |
| h. Motor vehicle theft | 0 | 0 | 0 |
| i. Arson | 0 | 0 | 0 |

**Caveat:**
Local Wilmington Police Statistics and Police Reports

## Judicial Board

Cape Fear Community College supports students' constitutional right to due process. The Judicial Board is the vehicle to insure the right of appeal.

The Judicial Board will consist of eleven (12) representatives from all areas of the College - faculty, staff, students and administration. The entire board will hear appeals concerning academic suspension, conduct suspension and charges of discrimination and/or denial of service on the basis of race, color, national origin, age, religion, handicap or sex. The Judicial Board's subcommittees will act on other categories of student appeals. The subcommittees, areas of responsibility, and composition are listed below.

**Academic Subcommittee of the Judicial Board**
The subcommittee will hear appeals in the matter of cheating and grades. The subcommittee consists of two (2) faculty, two (2) students and one (1) Student Development staff. One faculty member is to be chosen from each of the academic areas - vocational/technical and college transfer. The committee will select its chairman from the faculty membership.

**Financial Aid Subcommittee of the Judicial Board**
The subcommittee will hear appeals concerning suspension from the College's financial aid programs. The committee will consist of one (1) representative from the following areas - Fiscal Services, Student Development, faculty, and student. The chairman will be selected by the committee.

**Residency Status Subcommittee of the Judicial Board**
The subcommittee will decide matters of residency status for tuition purpose. The committee will consist of one (1) representative from Student Development, College staff, and a student. The committee will select its chairman.

## Grievance Procedure

The right of appeal is granted to any student who has been placed on academic suspension, conduct suspension or feels he/she has been discriminated against or denied service on the basis of race, color, national origin, age, religion, disability or sex.

To initiate such an appeal, the student must submit a written appeal to the Vice President of Student Development within five (5) class days after being notified of the suspension or within five (5) class days of the grievous event. The Vice President of Student Development will present the appeal to the Judicial Board within five (5) class days of receipt of the written appeal. If the student wishes to appear before the Judicial Board the request must be included in the written appeal. The Vice President of Student Development will notify the student of the Judicial Board's decision. The decision of the Judicial Board shall be final with no further appeals.

## Written Student Complaint

As a matter of practice, CFCC subscribes to the philosophy that student complaints are best resolved on an informal basis. When a student has a complaint he/she should attempt to resolve concerns with college personnel having responsibilities directly at the source of the complaint. When informal procedures do not resolve concerns, written student complaints should be sent to the Vice President of Student Development who will determine the appropriate college personnel to review the complaint. The student should receive written acknowledgment of the complaint from the Vice President of Student Development within five (5) working days.

The complaint will be reviewed and a collaborative effort will be made to resolve the complaint. Within twenty (20) working days of receipt of the complaint, the student will receive notification of the resolution of the complaint, or of the College's position on the complaint.

## Sexual Harassment

Discriminatory personal conduct, including sexual harassment toward any member of the College, is a violation of both State and Federal law and college policy and cannot be tolerated in the College community.

All members of this college community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any employee or student by any other employee or student is a violation of the policy of this college and will not be tolerated.

> Requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student constitutes sexual harassment when:
>
> submission to such conduct is made either explicitly or implicitly a term or condition of an individuals employment, academic or student status, or
>
> submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or
>
> such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment in the workplace or the classroom.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a confidential complaint to one of the Student Development

counselors. If this is not feasible, the student may take the complaint to the Vice President of Student Development.

## Evacuation of Buildings

An evacuation diagram is located on each floor and in each room of every building. The primary route for evacuating a building is indicated by a solid red line. If, for any reason, the primary route is blocked, use the secondary escape route indicated by a broken red line on the diagram. All occupants will follow this procedure EXCEPT HANDICAPPED PERSONS: CFCC staff will make provisions for all handicapped persons to be evacuated from the building by way of utilization of the outside stairwell and Wilmington Fire Department personnel.

## Emergency Evacuation

Everyone must exit the building when the fire alarm sounds. IT IS NOT AN OPTION TO REMAIN IN THE BUILDING. Treat all alarms as the real thing. Students should take all personal belongings with them when evacuating the building.

## Drug and Alcohol Policy

Cape Fear Community College is committed to providing an educational atmosphere that is free of substance abuse and encourages healthy and safe lifestyles. Listed below is information on Cape Fear Community College's policy on drugs and alcohol, health risks involved in drug/alcohol abuse, North Carolina's laws regarding drug use, and community resources pertaining to substance abuse.

The use and abuse of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users and/or abusers of drugs or alcohol may impair the well-being of all employees, students, and the public at large, and may result in property damage to the College. Therefore, in compliance with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, it is the policy of Cape Fear Community College that the unlawful use, possession, distribution, manufacture, or dispensation of a controlled substance or alcohol, is prohibited while on College premises, the College workplace, or as part of any College sponsored activity. Any student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referred for prosecution.

1. Cape Fear Community College does not differentiate among unlawful users, sellers, or pushers of drugs or alcohol. Any employee or student who uses, possesses, sells, gives, or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the College, and referred for prosecution.

2. The term controlled substance means any drug listed in CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse such as: Marijuana, Cocaine, PCP, Heroin, and Crack among others. They also include legal drugs that are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 188 of the General Statutes of North Carolina. Persons within the College community are responsible for knowing about and complying with the Cape Fear Community College Drug/Alcohol Policy.

3. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages or illegal drugs to another person; or who is convicted of violating any criminal drug or alcoholic beverage statute while in the workplace, on College premises, or as part of any College sponsored activity, will be subject to disciplinary action by the College up to and including termination or expulsion, and referred for prosecution. Specifically, any such person convicted of a felony, or a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to state or federal law which may apply to employees). Other misdemeanors or convictions will be evaluated on a case-by-case basis and the specific penalties may range from written warnings with probationary status to enrollment expulsions and employment discharges. The College may also require the employee or student to successfully complete a drug abuse treatment program as a precondition for continued employment or enrollment. Persons charged with illegal drug/alcohol involvement may be suspended pending any legal proceedings if, it is determined by the President, or his designee, that the persons continued presence within the College would pose a serious and immediate danger to the health or welfare of other persons within the College.

4. Each employee or student is required to inform the Personnel Director or the Vice President of Student Development, respectively, in writing within five (5) days after a conviction of any criminal drug or alcoholic beverage control statute where such violations occurred in the College workplace, on College premises, or as part of any College sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of nolo contendere) and the imposition of a sentence by a judge or jury in any federal or state court.

For those students or employees receiving or working under a federal grant, the College must notify the United States governmental agency from which a grant was made within ten (10) days of receipt of such notice from the grant employee, or otherwise after receiving actual notice of a criminal drug conviction. Appropriate disciplinary action will be taken by the College within 30 calendar days from the receipt of such notice. The law requires that all employees abide by this policy as a condition for continued employment on any federal grant.

**Legal Consequences**

The illegal use of drugs and alcohol constitutes a serious crime under federal, state and local laws. Convictions may result in imprisonment, fines and/or mandatory community service. A drug conviction can disqualify a student for federal student aid. A record of a felony conviction may prevent a person from entering a chosen career. North Carolina law makes it illegal to manufacture, to sell or deliver, to possess with intent to sell or deliver, or to traffic in controlled substances.

Under North Carolina law, the minimum age to purchase, possess, or consume any alcoholic beverage is 21 years old. Consumption of liquor or fortified wine by anyone 18-years-old and younger is a Class 1 misdemeanor. Those 19- and 20-year-olds who drink beer or wine will be charged with a Class 3 misdemeanor. A person convicted for the first time of selling or providing alcohol to someone under 21 will receive a minimum sentence of a $250 fine and 25 hours of community service. For a second or subsequent offense within four years, the penalty is no less than a $500 fine and 150 hours of community service. A person convicted of aiding and abetting the sale or provision of alcohol to someone under 21 for a second or subsequent offense within four years, the sentence is no less than a $1000 fine and 150 hours of community service. A driver may not consume any alcoholic beverages while driving. Driving after drinking with an alcohol concentration of .08 means a person is driving while impaired. No person may transport in the passenger area spirituous liquors in any container other than the manufacturer's unopened original container. Violations may result in imprisonment, fine, mandatory community service and/or loss of driving privileges. Therefore, 19- or 20-year-olds who are convicted of an alcohol violation may have a criminal history that would affect professional organizations, and employers could use such a record to reject an applicant.

**Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

• 21 U.S.C. 844(a) - 1st conviction: Up to 1 year imprisonment and fined at least $1000 but not more than $100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:

1st conviction and the amount of crack possessed exceeds 5 grams.

2nd crack conviction and the amount of crack possessed exceeds 3 grams.

3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

• 21 U.S.C. 853 (a)(2) and 881 (a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

• 21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

• 21 U.S.C. 844a Civil fine of up to $10,000.

• 21 U.S.C. 853a Denial of Federal benefits may apply, such as student loans, grants, contracts, and professional and commercial licenses.

• 18 U.S.C. 922(g) Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

**Health Risks**

No illicit drug is free of health risks. Most carry the danger of psychological or physical addiction. All cause distortion of brain functioning and can alter thinking, perception, and memory, as well as, affect behavior. The use of intravenous drugs also presents the risk of infection with potentially deadly diseases (e.g. AIDS develop as result of damage to the respiratory, circulatory, and other body systems). Every illicit drug has the potential to result in death-whether from the body's own reaction to the abuse of drugs or from accidents caused by persons who are impaired. Although alcohol is not an illegal substance when consumed by adults over the age of 21, it presents many of the same health risks as illicit drugs. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions; severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Available Resources

Many public and private resources are available for those needing assistance with drug or alcohol issues. In New Hanover County, call (910) 251-6530. In Brunswick County, call (910) 253-4485. In Pender County, call (910) 259-5476.

Another resource is the Alcohol/Drug Council of NC Information and Referral Service: (800) 688-4232. This is a drug abuse information and treatment referral line where individuals can get information and referrals to appropriate treatment facilities.

A number of private treatment facilities, agencies, and therapists are available. For a complete list of treatment options and help in determining the most appropriate action, contact Diane Badakhsh, (910) 362-7158, Drug and Alcohol Program Coordinator.

Educational activities and information emphasizing prevention are provided for students and employees. Student and college personnel participation is encouraged.

# EXTENDED SERVICES
# *Continuing Education Department*

## General Course Information

An important function of the college is to provide numerous courses for the continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, and civic communities. Continuing Education programs promote the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses and programs are offered that allow adults to achieve their full potential in our ever-changing world of knowledge, skill, and understanding. The diversity of these programs range from basic reading and writing skills, to vocational and technical upgrading, to specialty certification. to cultural and personal enrichment.

Classes are held at the Wilmington downtown campus and at other locations throughout New Hanover and Pender counties. Full details can be obtained by calling the office of the Dean of Continuing Education, (910) 362-7170.

## Directory of Services Areas

Continuing Education is divided into the following areas:

**Basic Skills Division**
- Adult Basic Education (ABE)
- General Education Development (GED)
- Adult High School Program (AHS)
- English as a Second Language (ESL)
- Compensatory Education Development (CED)
- Family Literacy Program (FLP)
- Workforce Literacy Program

**Business, Industry and Government (BIG) Division**
- Small Business Seminars, Counseling, and Referral
- Industry Training
- New and Expanding Industry Training (NEIT)
- Focused Industrial Training (FIT)
- Apprenticeship Training
- Certifications
- Computer Classes
- OSHA Safety Training
- Online Courses
- Human Resources Development Program
- Pender County Resource Center-Partner Agency
- Teacher Recertification Classes

**Public Health and Safety Division**
- Emergency Medical Technician (EMT) Training
- In-Service Law Enforcement Training
- Nurse Aide (NA) Training
- Motorcycle Safety Training
- Defensive Driving Classes

**Burgaw Center**
- Computer Classes
- Fire Training
- Fire Cadet Training Lab
- Nurse Aide Classes
- Command Spanish Certification Classes
- Wastewater Treatment Plant Operator Classes
- Manicuring

**Community Services Division**
- Arts and Crafts Classes
- Notary Classes

## Admission

Generally, any person who is 18 years of age or older, or whose high school class has graduated, is eligible for admission to Continuing Education classes. Applicants are usually admitted on a first-come, first-serve basis. Some classes have specific admission requirements. In such cases, applicants will be properly notified. High school juniors and seniors, 16 years of age and older, may enroll with permission from high school officials. Individuals interested in attending any occupational extension or community services course may register by visiting the college or attending the first class. Applicants are accepted on a "first come, first served" basis.

## Registration and Special Information

For information concerning the current class offerings and their locations in New Hanover County, call (910) 362-7170. For Pender County classes, call the CFCC Burgaw Center, call at (910) 675-1439/259-4966; for CFCC North Campus classes, call (910) 362-7700.

The CFCC Burgaw Center is located at 100 Industrial Drive in the Pender Progress Industrial Park. This location is approximately five blocks south of downtown Burgaw adjacent to Burgaw Middle School.

The North Campus is located at 4500 Blue Clay Road, Castle Hayne.

Some classes require pre-registration, however many classes only require you to make a reservation by telephone. Call (910) 362-7196 for specific registration information.

Students are asked to pre-register but may register for classes at their first class meeting. The individual's Social Security number is required for registration. Course cost (tuition) will vary from $50 to $65 depending on the number of scheduled hours plus the cost of any required text(s) and supplies. A high school diploma is not required for registration. Registration fees for Continuing Education Department classes

are not always refundable. The refund policy, as set forth by the North Carolina General Assembly, follows in the next paragraph. Many classes are FREE for N.C. citizens 65 years of age or older. However, for classes designated as self-supporting, all students must pay the tuition fee and costs for required text and supplies.

### Class Schedule
Classes are normally scheduled on an on-going basis with new classes generally typically beginning each September, January, March, and June. Special seminars and industrial courses may be scheduled to begin at any time period appropriate to a company and Cape Fear Community College. Specific announcements of course offerings, registration dates, and places will be made through local news media and other appropriate means approximately three weeks prior to the beginning of the course. For current course information, please call (910) 362-7170. Course information is also accessible at the College's web site at cfcc.edu.

### Minimum Enrollment Required
Normally a course will be offered when a minimum number of persons enroll. The college reserves the right to cancel any course when an insufficient number of people register.

### Class Hours
The majority of occupational extension and community service courses are offered one or two evenings per week for 6-12 weeks. Courses may meet for one to four hours per evening. Special extension, industrial, and seminar programs may be scheduled at the convenience of the participants and college.

### Fees
For all occupational extension and community services courses, there is a required registration fee from $50.00 to $65.00 depending on the number of scheduled hours of instruction. In compliance with North Carolina statutes, however, this fee may be waived for selected individuals. Other costs in these classes may include textbooks and/or equipment and supplies and a $5.00 technology fee. In a limited number of self-supporting classes and seminars, special fees may be charged. If you are a North Carolina resident, 65 years old or older, you are exempt from most registration and tuition fees. Textbook and/or course supply fees may still be required. Registration fees are subject to change contingent upon action by the NC General Assembly. Refunds are not issued after the 10% census date of the course.

### Withdrawal and Refund Policy
The Refund Policy, as set forth by the North Carolina General Assembly, follows in the next paragraph. Many classes are FREE for N. C. Citizens 65 years of age or older. However, for classes designated as self supporting all students must pay the tuition fee and costs for required text and supplies. To be eligible for a refund the student must officially withdraw from the class. The student must complete a refund request form. Refund request forms are available at each class site. Any fees paid are nonrefundable, including professional liability insurance and technology fees.

A 100 percent tuition refund shall be made if the student officially withdraws from class before the first class meeting. A written request must be dated and received by the Continuing Education Department, or instructor before the first class meeting.

A 75 percent tuition refund shall be made if the student officially withdraws from class prior to or on the 10 percent date of scheduled hours. A written request must be dated and received by the Continuing Education Department, or instructor prior to or on the 10 percent date of scheduled hours. Students are responsible for obtaining the 10 percent date from their instructor on the first class meeting.

A full refund shall be made for classes canceled by the college. Students do not have to request refunds in this case.

## *Basic Skills Division*
The Basic Skills Division includes the following programs for adults 16 years of age or older, who wish to begin, continue, or expand their educational skills:

**Adult Basic Education (ABE)**
**Adult High School Diploma (AHS)**
**Compensatory Education Development (CED)**
**General Education Development (GED)**
**Family Literacy Program (FLP)**
**Workforce Literacy Program**
**English As A Second Language (ESL)**

All classes are offered at convenient times and locations. All classes are free. Anyone under 18 years of age must have school and parental release forms.

### Pre-registration/Orientation
To enroll in ABE, GED or AHS classes at CFCC, students must attend a pre-registration and orientation session. No appointment is necessary. All sessions are held on the main campus of CFCC. Students who wish to enroll in off-campus classes may register at the class site. Cost is FREE.

### Adult Basic Education (ABE) Classes
The ABE program is designed for persons 16 or older with or without a high school diploma or its equivalency who function below the ninth grade level. Students receive individualized instruction in basic math, language, and reading. These classes improve adult's basic skills preparing them to later enroll in GED or Adult High School Diploma classes.

For more information, call (910) 362-7179.

### General Educational Development (GED) Classes
The GED program is designed for persons 16 or older without a high school diploma or its equivalency and who func-

tion at or above the 9th grade level. Students receive individualized instruction to prepare for the five areas of the GED exam. Persons who pass the GED will receive a high school equivalency certificate.

For more information, call (910) 362-7179.

### GED Testing

Individuals wishing to take the high school equivalency exam must provide proof of age, identity, and N.C. Residency. (A valid N.C. Driver's License or N.C. Special I.D. will satisfy these requirements.) Pre-GED pass forms as well as your social security number are required. The cost of the GED test is $7.50.

For more information, call (910) 362-7179.

### Pre-GED Testing

Students must take and pass the Pre-GED lab before taking the GED test.

For more information, call (910) 362-7179.

### Adult High School Diploma (AHS) Classes

The Adult High School program is designed for persons over 18 years of age who have not completed high school and wish to earn a high school diploma. Students who are 16 or 17 years old may enroll only if they have officially withdrawn from public school. Students must complete 20 units and pass the North Carolina Competency Test to be eligible to graduate. Classes meet nightly, Monday through Thursday, from 5:30 pm until 9:30 p.m. at campus sites in Wilmington and Burgaw. The cost is FREE. Registration for all AHS classes is held at the Wilmington campus.

For information, please call (910) 362-7182.

### Family Literacy Program (FLP)

Family Literacy is designed for parents whose educational level is below that of a high school graduate. The goal of Family Literacy is to provide, in one location, a positive educational setting that will allow a parent the chance to enhance his/her skill level or to earn a GED Diploma while providing their young children with constructive preschool or elementary school activities.

For more information, call (910) 362-7179.

### Workforce Literacy Program

Workforce classes are the result of partnerships between CFCC and local businesses and industries. The focus of this program is to improve skills that will lead to enhance competitiveness for business and industry. Mathematics, reading, and communication skills are taught to employees at the job site or at a CFCC site. Whether improving English language skills, improving specific work skills, or working toward a high school diploma or equivalency, the result of the program is a more capable, confident, and efficient employee.

For more information, call (910) 362-7183.

### English as a Second Language (ESL) Classes

The ESL program is designed for persons 16 years or older whose native language is not English. Instruction focuses on English skills that will enable students to interact effectively in the community, workplace, or in higher education.

Classes are designed to serve the needs of those individuals who have no English skills up to and including individuals who are preparing for university study. ESL classes help individuals develop skills to secure a job, help children with schoolwork, talk on the phone, meet new people, and improve communication skills.

In addition, TOEFL classes are offered to assist individuals preparing to enter a college or university and need to pass the Test of English as a Foreign Language.

For information call (910) 362-7049.

### Compensatory Education Development Program Classes

The CED program provides educational opportunities for individuals with developmental, cognitive or intellectual disabilities to prepare them to function in society. Areas of classroom instruction include community living, consumer education, vocational education, math, social science, language, and health.

For more information, call (910) 362-7457.

## *Center for Business, Industry, & Government (BIG) Training*

The Center for Business, Industry, and Government offers seminars and customized industry training for individuals and businesses in New Hanover and Pender counties. To request industry training or receive information on upcoming classes or seminars, call (910) 362-7196, check our web page at big.cfcc.edu or email us at bigcenter@cfcc.edu.

### Small Business Seminars

Topics of interest to existing and prospective small business owners are offered throughout the year. Seminar topics include: starting a business, writing the business plan, financing the business, marketing, and Occupational Safety and Health Administration (OSHA) standards. To enter your name on the mailing list or to receive a brochure of upcoming seminars, call (910) 362-7196 or email us at bigcenter@cfcc.edu.

### Small Business Counseling and Referral

The Small Business Center maintains a library of small business planning brochures that are free to the prospective or existing business owner. There are two computers with business plan software available for client use. The center also offers free one-on-one counseling and referral to area resources.

## Industry Training

The Center for Business, Industry and Government provides training for industry at CFCC as well as on-site at your business. Topics vary widely according to industry need and can be customized. Examples of industry offerings include: technical training, basic computer and software program skills, oral and written communication skills, management, supervision, quality standards, IS0 9000, customer service, and team- building. Industry training requirements can be identified via the BIG Center's home page big.cfcc.edu.

## Human Resources Development

The Human Resources Development (HRD) program is designed for individuals who wish to become more marketable by upgrading their employability skills. Classes are year round and include Introduction to Computers, Resume Preparation, Interview Coaching, Career Interests and Aptitudes, Confidence Building, and Self-Discovery. Classes are reasonably priced and may be free for those who qualify.

For more information, call (910) 362-7324

## Pender County Resource Center

The Pender County Resource Center provides access to employment and training services for area residents. The Resource Center is affiliated with the Pender County Joblink as a partner site and assists with developing a resume, job interview skills, job search techniques and other pre-vocational activities.

For more information, call (910) 259-9105.

## New and Expanding Industry Training (NEIT)

The New and Expanding Industry Training program is designed to develop and deliver training for the workforce of any new, re-locating or expanding industry in our service area. This includes pre-employment assistance, providing training and instructors for a company's specific needs, using community college training facilities, and providing pertinent training supplies and materials.

For more information, call (910) 362-7050.

## Focused Industry Training (FIT)

FIT is intended for workers in qualifying manufacturing operations; software design companies and computer systems design organizations who need to update their technical skills. This includes helping companies assess their training needs and develop their training plans. Typically this training combines on-the-job learning with classroom instruction. Training can be customized to fit an industry's specific needs and can be offered at the company site or at Cape Fear Community College.

For more information, call (910) 362-7050.

## Apprenticeship Training

Offered in partnership with the NC Department of Labor, this program is designed to provide the specific skills associated with a trade. On-the-job training, combined with classroom instruction, develops the employees hands-on-skills, and results in the award of a certificate as a journeyman in the trade.

## Certifications

The Center for Business, Industry and Government offers a variety of certification classes to meet the continuing education requirements of trade contractors and other occupations including HVAC, electrical, plumbing, fire sprinkler and, Wheels of Learning instructor training. Approved classes for teacher recertification are also offered.

For more information call, (910) 362-7254.

## Computer Classes

Dozens of computer classes covering a variety of software and applications are offered through the Division of Continuing Education. Classes include: Intro to the PC and Internet, Introduction to Computers, Personal Computer Troubleshooting, Excel, Powerpoint, Creating Web Pages, Flash, PhotoShop, and Print Shop.

For more information, call (910) 362-7196.

## Continuing Education for Teachers and Paraprofessionals

New Hanover and Pender counties' teachers, active and retired, and paraprofessionals (teaching assistants, substitutes) may register for short courses. Continuing Education Units (CEUs) are provided for re-certification and No Child Left Behind course requirements. Teachers and paraprofessionals from counties outside New Hanover and Pender must get prior approval from central office professional development administrators. Parents and Home School Operators may attend classes as space allows.

To register for classes and receive additional details, call (910) 362-7199.

## Languages

Classes in all levels of Spanish are available in addition to Speed Spanish and Spanish for the Workplace. Call (910) 362-7196 to complete a simple screening instrument to determine which level is right for you. Courses in Sign Language, Levels I and II, and "French for Business" are offered.

## Medical On-Line Classes

These entry-level online courses offer students the convenience of attending class from home. Courses include Medical Terminology, Medical Coding, Medical Billing, and Medical Transcription.

For more information, call (910) 362-7199.

### OSHA Safety Training
This training includes the 10-hour certification courses in both construction and industrial safety.

For more information, call (910) 251-5345.

### Online Courses
The Center for Business, Industry and Government offers over 150 instructor-led courses that are available via the Internet. Topic areas include: computers-certifications and applications, web design, customer service, paralegal, purchasing, project management, production and inventory management, small business, and writing.

For more information, call (910) 362-7196 or log onto www.ed2go.com/cfcc.

### ServeSafe Food
The National Restaurant Foundation, in conjunction with CFCC, offers certification to those who successfully complete this course, which is taught by New Hanover County Environmental Health Specialists.

For more information, call (910) 362-7196.

## *Public Health and Safety Division*

### Emergency Medical Technical Programs
For information and class schedules, call (910) 362-7512.

Emergency Medical Technician training prepares the student to perform basic and advanced patient care in a pre-hospital setting. After successful completion of the course, a state examination is required for certification. Courses offered include initial Medical Responder, EMT-Basic, EMT-Intermediate and EMT-Paramedic, as well as continuing education for all levels of EMT training.

### Motorcycle Class
The MSF Rider courses provide students with valuable information about controlling motorcycles and reducing the risk involved in riding. The DMV waives the riding skills test for motorcycle endorsement applicants who have successfully completed the North Carolina Motorcycle safety education program. For information and class schedules, call (910) 362-7175.

### Nurse Aide Program
For information and class schedules, call (910) 362-7218.

Nurse Aide Level I - Prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults.

Nurse Aide Level II - Prepares Nurse Aides to perform more complex nursing skills.

Nurse Aide Refresher - A fifteen (15) hour refresher course designed for skill/competency testing of Nurse Aide employees.

### Family & Adult Home Care Programs
For information and class schedule, call (910) 362-7218.

Family Care Home-Personal Care Training - A twenty (20) hour training program for aides in family care homes who perform basic personal care tasks.

Adult Care Home-Personal Care Training - A forty (40) hour training program for personal care aides in adult care homes of seven or more residents and homes for developmentally disabled adults who perform basic personal care tasks.

## *Community Services and Self-Supporting Division*
Community Service programs are an integral part of Continuing Education. Classes such as art, home economics, and general interest are offered mornings, afternoons, and evenings. These serve approximately 3,000 students in more than 400 classes per year. Classes are conducted at various locations throughout new Hanover and Pender County. Classes are also coordinated with local community centers, senior citizens centers, and recreation centers. Likewise, businesses, churches, and schools as well as public facilities are utilized. Courses are frequently designed to meet specific requests; therefore, this area is expected to change with the interests and needs of the community. Students are regularly surveyed for comments and suggestions.

### Electrical Contractors' Renewal Course Programs
For more information, call (910) 362-7189.

The Electrical Contractors' Renewal Courses are held throughout the year. This provides Electrical Contractors the six hours of mandatory continuing education credits required to maintain a license.

### Real Estate Continuing Education Program
For more information, call (910) 362-7189.

CFCC offers eight (8) hour seminars during the months of December, February, and May which are designed to provide Real Estate Agents their required continuing education credits as mandated by the North Carolina Real Estate Commission. Provider #1021.

### Concealed Carry Safety Course
For information and class schedules, call (910) 362-7189.

Teaches the aspects of the N.C. Concealed Carry-Handgun law including fundamentals of safety and basic marksmanship. Six (6) hours of classroom and six (6) hours range training. The course is offered twice a year.

### EPA/CFC Refrigerant Recovery/Recycling Certification Exam
For information and schedule, call (910) 362-7189.

Course designed for HVAC technical personnel to assist in meeting EPA mandated training requirements in preparation for the N.C. State Board of Refrigeration Examiners. Course is offered every three months.

### Leisure & Recreational Courses
Courses offered in Pottery, Painting and Photography. For information and class schedules, call (910) 362-7189.

### N.C. General Contractors Residential Licensing Seminars
Seminars are offered every three months. For information, dates and times, call (910) 362-7189.

### Auto Safety Inspection Classes
These classes are for auto inspection certification or re-certification as required by the State of North Carolina.

### Fundamental of Heating I
This class covers the following: Gas Appliances, Gas Piping, Venting, Combustion and Ventilation.

### Marine Captain's Course
This course will provide students with the information necessary to take the U.S. Coast Guard examination for licensing as an Operator of Uninspected Passenger Vessels or the Master's License for vessels up to 100 gross tons, on inland, near coastal or ocean waters.

### Notary
This course is required by the state of North Carolina in order to apply to become notary. All requirements for becoming a notary are covered in this course.

### Fundamentals of Golf for Beginners
This course covers the basics of golfing from choosing the correct equipment to developing the proper swing.

### Kayaking
This course covers the essentials needed to begin your kayaking experience in a simple step-by-step process.

### Aviation Ground School
This course is designed to provide all ground school training for people interested in flying or working with the FAA as a tower operator or radar operator. This course is only classroom time and does not include flight lessons.

As needed Upholstery, Ceramic Tile, Self-Defense, and Small Engine classes will be offered.

## *Burgaw Center*
100 East Industrial Drive, Burgaw, North Carolina 28425
Phone: (910) 675-1439 Fax: (910) 259-9048

The CFCC - Burgaw Center offers continuing education classes at this Pender County location. Registration for any of the classes listed is done through registration on the day that the class is scheduled to begin. The Curriculum Classes that meet in Burgaw Center are registered through the main campus at CFCC in Wilmington, NC.

**Computers Classes**
**Nurse Aide 1 & II**
**Manicuring**
**Spanish for the Workplace**
**Fire & Rescue Training**
**Floral Design**
**Wastewater Treatment Plant Operator I, II, III, IV**
**Genealogy Basics**
**GED Classes**
**Interior Design**
**Crafts**
**Oil Painting**
**Sewing**
**Adult High School**
**General Education Diploma (GED)**
**Compensatory Education**
**English As A Second Language (ESL).**

### Fire & Rescue Training
Fire & Rescue Training classes are also offered on a regular basis at fire departments throughout New Hanover & Pender Counties. For more information and class schedules call (910) 675-1439 or 259-4966.

Firefighter Training Center, Located at the North Campus and Myrtle Grove Fire Department offers NC State Certification classes for Firefighter I&II through computer based interactive CD training. This campus also houses the Pender County JobLink Resource Center.

### Computer Instructional Programs
Call (910) 259-4966/675-1439 for classes at the Burgaw Center.

Computer classes are offered throughout the year. New classes begin monthly. Check the various CFCC campuses for computer courses currently available. Online computer courses are now being offered.

For more information: (910) 259-4966 or (910) 675-1439.

### Human Resources Development
The Human Resources Development (HRD) program is designed for individuals who wish to become more marketable by upgrading their employability skills. Classes are year round and include Introduction to Computers, Resume Preparation, Interview Coaching, Career Interests and Aptitudes,

Confidence Building, and Self-Discovery. Classes are reasonably priced and may be free for those who qualify.

For more information, call (910) 259-4966

### Pender County Resource Center

The Pender County Resource Center provides access to employment and training services for area residents. The Resource Center is affiliated with the Pender County Joblink as a partner site and assists with developing a resume, job interview skills, job search techniques and other pre-vocational activities.

For more information, call (910) 259-9105.

## *Teleconferencing*

Cape Fear Community College has downlink capabilities via a satellite dish (C Band and KU Band) to receive teleconferences which may originate from anywhere in the nation. These teleconferences represent a wide range of interests including: healthcare, higher education, law enforcement, small business, photography, plus many more. These teleconferences, broadcast over a large projection screen, can be shown in a variety of rooms on campus with seating capacities ranging from 12 to 115. To inquire about scheduling a teleconference, contact Media Services at 910-362-7037. Videoconferencing Cape Fear Community College has a two-way video and audio link between the North Campus and the Wilmington Campus using a video conferencing system. Both systems are located in the Learning Resource Centers' Video Conference Rooms.

## *Distance Learning*

Distance Learning (DL) is defined by the Southern Association of Colleges and Schools (SACS, 2000) as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous. The goal of DL is to provide an alternative delivery system for students who, for various reasons, prefer a non-traditional learning environment and to provide additional access to course offerings. Courses may be offered via the Internet, Hybrid, or as Telecourses, using appropriate audio, video or other computer technologies.

Internet or online courses provide course content over the internet. Some courses may require proctored testing, which can be given at an approved, off-campus, proctored location. Internet courses require a minimum of 6-10 hours of independent study per week. Suggested computer requirements include reliable internet access (high-speed preferred), an up to date operating system such as Windows 2000 or XP, and word processing software (Microsoft Word preferred). For additional information on computer requirements, go to www.cfcc.edu/dl.

Hybrid courses are taught over the internet as well as meeting on-campus at designated times throughout the semester. Students in a hybrid course will need computer and internet access. Suggested computer requirements include reliable internet access (high-speed preferred), an up to date operating system such as Windows 2000 or XP, and word processing software (Microsoft Word preferred). For additional information on computer requirements, go to www.cfcc.edu/dl.

Telecourses are taught through video lectures, and have 4-6 on-campus meetings each semester. The videos are broadcast on the Public Broadcasting Station (PBS) and the Teaching Learning Network (TLN) or you can obtain copies of the videos through media services. See www.cfcc.edu/dl for broadcast information. Telecourses have a required textbook and a schedule for viewing the videos/completing assignments.

Distance Learning courses follow the same college calendar as traditional face-to-face courses and are not "self-paced". Beyond basic computer skills, successful DL students should be highly self-motivated, resourceful, and independent learners. Critical thinking skills, time management, and organizational skills are also beneficial to DL students. Go to the CFCC website for Distance Learning at www.cfcc.edu/dl for additional information and a list of current DL courses.

DL courses follow the same college requirements as traditional courses. College policies, such as withdrawal and financial aid also apply to DL courses. The Admissions Office provides students with an online admission application which can be found at www.cfcc.edu/admissions/. For more information on Distance Learning, go to www.cfcc.edu/dl.

# PROGRAMS OF STUDY

| | Code | Degree | Diploma | Certificate |
|---|---|---|---|---|
| Accounting | A25100 | AAS | * | * |
| Air Conditioning, Heating, and Refrigeration Technology | D35100 | | * | * |
| Architectural Technology | A40100 | AAS | | |
| Associate Degree Nursing | A45100 | AAS | | |
| Associate in Arts | A10100 | AA | | |
| *General Studies* | | | | |
| Associate in Arts | | | | |
| *Pre-Majors* | | | | |
| Art Education | A1010A | AA | | |
| Business Administration | A1010B | AA | | |
| Business Education & Marketing Education | A1010C | AA | | |
| Communication | A10100 | AA | | |
| Criminal Justice | A1010D | AA | | |
| (For students transferring to a four-year institution) | | | | |
| Elementary Education | A1010P | AA | | |
| English | A1010E | AA | | |
| English Education | A1010F | AA | | |
| History | A1010H | AA | | |
| Middle Grades Education and Special Education | A1010S | AA | | |
| Political Science | A1010K | AA | | |
| Psychology | A1010L | AA | | |
| Social Work | A1010Q | AA | | |
| Sociology | A1010N | AA | | |
| Associate in Science | A10400 | AS | | |
| *General Studies* | | | | |
| Associate in Fine Arts | | | | |
| *Pre-Majors* | | | | |
| Drama | A1020C | AFA | | |
| Associate in General Education | A10300 | AGE | | |
| Autobody Repair | D60100 | | * | * |
| Automotive Mechanics *(Automotive Systems Technology)* | A60160 | AAS | | * |
| Basic Law Enforcement Training | C55120 | | | * |
| Boat Building | D35120 | | * | * |
| Business Administration | A25120 | AAS | | * |
| Carpentry | D35180 | | * | * |
| Chemical Technology | A20120 | AAS | | |
| Community Spanish Interpreter *(Limited classes available at present)* | A55370 | AAS | * | * |
| Computer Engineering Technology | A40160 | AAS | | * |
| Computer Information Technology | A25260 | AAS | | * |
| Cosmetology | D55140 | | * | |
| Criminal Justice Technology | A55180 | AAS | | |
| Culinary Technology | A55200 | AAS | | * |
| Customer Service | C25120 | | | * |
| Dental Assisting | D45240 | | * | |
| Dental Hygiene | A45260 | AAS | | |
| Early Childhood Associate | A55220 | AAS | * | * |
| Electrical/Electronics Technology | A35220 | AAS | * | * |

| | Code | Degree | Diploma | Certificate |
|---|---|---|---|---|
| Electronics Engineering Technology | A40200 | AAS | | * |
| Esthetics Technology | C55230 | | | * |
| Film and Video Production Technology | A30140 | | * | * |
| Hotel and Restaurant Management | A25240 | AAS | | |
| Lodging Track | C25240L | | | * |
| Restaurant Track | C25240R | | | * |
| Industrial Systems Technology | D50240 | | * | * |
| Interior Design | A30220 | AAS | | |
| Instrumentation Process Controls | A4020A | AAS | * | * |
| Landscape Gardening | A15260 | AAS | | * |
| Retention Pond Management | C15260R | | | * |
| Licensed Practical Nurse Refresher | C45390 | | | * |
| Machining Technology | A50300 | AAS | | * |
| Manicuring/Nail Technology | C55400 | | | * |
| Marine and Diesel Mechanics *(Heavy Equipment and Transport Technology)* | A6024C | AAS | * | * |
| Marine Propulsion Systems *(Certificate only at present)* | D60220 | | | * |
| Marine Technology | A15320 | AAS | | |
| Mechanical Engineering Technology | A40320 | AAS | * | * |
| Electrical/Electronic CAD Drafting *(Mechanical Engineering Technology)* | C40320 | | | * |
| Medical Transcription | D25320 | | * | |
| Medical Sonography | A45440 | AAS | | |
| Occupational Therapy Assistant | A45500 | AAS | | |
| Office Systems Technology | A25360 | AAS | * | * |
| Paralegal Technology | A25380 | AAS | * | |
| Civil Litigation Track | | | | |
| Real Property Track | | | | |
| Pharmacy Technology | D45580 | | * | |
| Phlebotomy | C45600 | | | * |
| Practical Nursing | D45660 | | * | |
| Radiography | A45700 | AAS | | |
| Real Estate | C25400 | | | * |
| Real Estate Appraisal | C25420 | | | * |
| Truck Driver Training | C60300 | | | * |
| Welding Technology | D50420 | | * | * |

AA-Associate in Arts Degree (College Transfer) Two-Year Program
AS-Associate in Science Degree (College Transfer) Two-Year Program
AAS-Associate in Applied Science Degree Two-Year Program
AFA-Associate in Fine Arts Degree (College Transfer) Two-Year Program
AGE-Associate in General Education Degree Two-Year Program
Diploma-One-Year Program
Certificate-Program length varies

# The General Education Core

The general education core is a set of required courses that provides opportunities for students to know the philosophy, literature, institutions, and art of their own culture and other cultures; to understand math and science; and to communicate with others and develop a sense of community. The core also helps students achieve competencies in the following: reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

With the input from students, faculty, and staff, CFCC has identified the following as the general education competencies in two-year degree programs:

- Written Communication— The student will write an effective essay, which entails the following: formulating a clear thesis statement, developing focused topic sentences and supporting details, varying sentence structure and methods of paragraph development, using appropriate transitional devices, using standard English grammar and mechanics, and composing an effective conclusion.
- Oral Communication— Using appropriate eye contact, volume, pronunciation, articulation, and posture, students will deliver a five- to seven-minute oral presentation which incorporates the following elements: an introduction that captures the attention of the audience and identifies the purpose, subject, and overview of the main points; a body that contains three main points supported by details; and a conclusion that summarizes the main points.
- Basic Computer Usage— Students will demonstrate a basic level of computer competency that includes the following: an understanding of specific terminology and an integration of the Internet with an Office applications software suite to create appropriate reports in spreadsheet, presentation, and word processing formats.
- Problem Solving—Students will solve problems using the appropriate techniques and technology; apply critical thinking to analyze and solve applications, using the appropriate mathematical model; communicate results clearly and concisely; and use technology as a mathematical tool.
- Understanding Scientific Concepts and Applications—Students will demonstrate an understanding of the fundamental laws and concepts appropriate to the course of study and apply laboratory experiences to the concepts presented.
- Understanding Social Structure--Students will demonstrate an understanding of the fundamentals of human social structure, ranging from the micro to the macro level.

# College Transfer

## General Information and Articulation Agreements

**University of North Carolina Minimum Admission Requirements, Effective Fall 2006**
(More commonly referred to as "Minimum Course Requirements" or "MCR")

To enroll in a senior institution in the University of North Carolina (UNC) System, students whose high school class graduated in 1990 or later must have completed the following high school requirements:

- Four (4) units of English (emphasizing grammar, composition, and literature)
- Two (2) units of a language other than English
- Four (4) units of mathematics in any of the following combinations:
    1. Algebra I and II, geometry, and one unit beyond Algebra II, or
    2. Algebra I and II and two units beyond Algebra II, or
    3. Integrated Mathematics I, II, and III and one unit beyond Integrated Math III (The fourth unit of mathematics affects applicants to all UNC institutions except the North Carolina School of Arts. The mathematics courses with Algebra II as a prequisite that meet the new UNC Minimum Course Requirement are as follows: AP Calculus; AP Statistics; Pre-Calculus, formerly Advanced Math; Discrete Mathematics; IB Mathematics IV; and Advanced Functions and Modeling.)
- Two (2) units of social studies (including one unit of US history)
- Three (3) units of science (including a unit of life or biological science, a unit of physical science, and at least one laboratory course).

If a student has not met <u>all</u> the above requirements, the student is considered deficient in MCR. To remove an MCR deficiency and enroll in the UNC System, a student may choose one of the following options:

- Earn an Associate in Arts Degree or an Associate in Science Degree or an Associate in Fine Arts Degree
- Complete the 44-hour general education core (Recommendation: Students deficient in MCR should take two math courses having M-A-T prefixes. When students are deficient in MCR, some senior institutions will not accept CIS courses as the second mathematics unless the student has completed an Associate in Arts or an Associate in Science Degree.)

- Complete the following:
    1. Six (6) semester hours of freshman composition.
    2. Six (6) semester hours of a foreign language sequence.
    3. Six (6) semester hours of college-level mathematics (must have an M-A-T prefix).
    4. Six (6) semester hours of natural sciences.
    5. Six (6) semester hours of social and behavioral sciences.

Students should always check with the Admissions Office of the receiving institution for the most current transfer information. The UNC institutions may waive some of the minimum requirements for applicants who require special consideration.

**The North Carolina Comprehensive Articulation Agreement** *(Date of Implementation: Fall of 1997)*
To facilitate the transfer of students between the North Carolina Community College System and the constituent institutions of the University of North Carolina System, the North Carolina General Assembly mandated the Comprehensive Articulation Agreement (CAA). The CAA applies to students who are pursuing an associate in arts or an associate in science degree and provides guidance to those who are pursuing an Associate in Fine Arts degree. The main difference between the Associate in Arts and the Associate in Science degrees is that the Associate in Science degree requires a stronger background in math and science. Both degrees consist of a general education core of at least 44 semester hours and 20-21 semester hours of electives. Since the Associate in Fine Arts degree contains only 28 semester hours in the general education core, students may still be required to complete the core or the basic studies requirements of the receiving institution.

While general education courses may be used as electives, electives may not be used to fulfill general education requirements. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, before or after transfer to the senior institution. Only 64 semester hours are guaranteed to transfer.

To receive maximum benefit from the CAA, students may transfer as juniors if they follow these guidelines:

- Earn an associate in arts degree or an associate in science degree.
- Earn a grade of "C" or better in all CAA courses.
- Earn an overall grade-point average of a "C" or a 2.0 at the time of transfer
- Obtain acceptance at the UNC institution.

If students elect not to obtain an associate degree, they may still transfer their general education core (44 semester hours) provided that they have earned a "C" in each CAA course, earned an overall grade-point average of a "C," and obtained acceptance.

If students do not complete an associate degree (64 semester hours) or the general education core (44 semester hours), receiving institutions will evaluate the transfer credits on a course-by-course basis; and students will come under the basic studies requirements of the receiving institution.

Under the CAA, no student is guaranteed admission to the UNC institution or to any specific program or professional school in the institution. Admission is a competitive process.

**The Articulation Agreement Between Cape Fear Community College and The University of North Carolina at Wilmington**

Effective March 1, 1999, the University of North Carolina at Wilmington (UNCW) agrees to accept for academic credit college transfer course work completed at Cape Fear Community College (CFCC). Graduates of a college transfer program at CFCC may receive automatic admission provided that space is available and transfer to UNCW as a junior if they meet the following criteria:

- Earn a "C" in each transferable course
- Earn an overall grade-point average of a "B" or a 3.0 on a 4.0 scale (based on CFCC's calculation)
- Complete an associate in arts degree or an associate in science degree
- Complete the admissions process at UNCW.

One foreign language course (3 SHC) is required under the bilateral agreement. The course may be taken at CFCC or UNCW. Sixty-four (64) semester hours are guaranteed to transfer.

**Purpose of the College Transfer Programs**
Most of the college transfer programs provide the first two years or the basic studies requirements of a baccalaureate degree. If students plan to transfer to a four-year college or university, they should declare a college transfer program as their program of study. Cape Fear Community College (CFCC) offers seventeen (17) college transfer programs: two (2) general studies and fifteen (15) premajors. The general studies programs enable a student to transfer as a junior at one of the sixteen institutions in the University of North Carolina (UNC) System; the premajors are specific college transfer programs or tracks that enable a student to transfer as a junior in the major at a UNC institution. Courses in the premajors are more selective than the courses in the general studies programs.

These academic programs help students develop the abilities to solve problems, understand scientific principles, write and speak effectively, use computers, reason and think critically, research, understand cultures, manipulate numerical data, and work in teams—invaluable workplace skills for the 21st century. Across the college transfer curricula, faculty try to adapt to students' learning styles by using a variety of teaching techniques. In turn, students are expected to adapt to a variety of teaching styles. To evaluate student performance,

faculty use some of the following methods: critical analysis papers and research papers; article review; book critique; organized discussions; video summaries and applications; journals and novels; study guides/concept sheet assignments; readers' analysis of readings; debates; current events papers; project/oral presentations; exams/quizzes (true/false, fill in the blanks, short answers, multiple choice, essay); portfolios; hands-on assignments and faculty observation; peer reviews; role-playing; resumes, business letters, and compositions.

Enrollment in the college transfer programs average 3,400 students per semester, excluding summer sessions. A majority of CFCC students transfer to UNC-Wilmington, East Carolina University, Appalachian State University, North Carolina State University, and UNC-Charlotte. The following website provides reports on the academic performance of North Carolina Community College System students who transfer to UNC institutions: http://www.ga.unc.edu/student_info/tsp/.

**Selection of College Transfer Courses**
The Transfer Advisory Committee, consisting of university and community college faculty in North Carolina, established a list of courses that constitutes the general education transfer core. From this list, faculty and administrators in the Arts and Sciences Division at CFCC selected 240 courses to design the college transfer programs. While all the courses are listed in the Associate in Arts: General Studies program, all the courses may not appear in each college transfer program. In general, those courses that are listed in a college transfer program may count toward that program. If a student plans to take courses that are not listed in his/her program, the student should first check with a counselor, a transfer advisor, or the dean of Arts and Sciences. The transfer programs consist of 44 semester hours of the general education core and a minimum of 20 semester hours of electives or other required hours. Exception: The Drama premajor consists of 28 semester hours of the general education core and a minimum of 36 semester hours of electives.

**Purpose of the Associate in Arts: General Studies Program**
The Associate in Arts: General Studies program is designed for students who intend to pursue a bachelor of arts degree and need a strong liberal arts background. This background helps provide students with flexibility in their career choice. The program is also designed for students who are certain of their liberal arts major, but CFCC does not offer the premajor or the specialized transfer track. For example, a student planning to major in Health Education or Nursing at a UNC institution should select the Associate in Arts: General Studies program because CFCC does not offer a Health Education or a Nursing premajor.

**Purpose of the Associate in Science: General Studies Program**
The Associate in Science: General Studies program is designed for students who intend to pursue a bachelor of science degree and need a strong background in math and science. The following are examples of science/math disciplines: agriculture, astronomy, biology, chemistry, forestry, math, math education, medicine, and textile.

**Differences Between the General Studies Programs**
The Associate in Arts: General Studies and the Associate in Science: General Studies programs are similar except in four ways. The Associate in Science: General Studies program requires

1. A higher-level math
2. More math and science courses and fewer humanities/fine arts and social science courses
3. A two-course sequence in general biology, general chemistry, or general physics
4. A minimum of 14-semester hour credits of college transfer courses in mathematics, natural sciences, computer science, and/or other premajor courses.

**Purpose of the Premajors**
Fall of 1999, CFCC implemented thirteen premajors. A premajor is a two-year college transfer program in a specific academic discipline and enables a student to transfer as a junior in the discipline. If a student completes a premajor and meets the criteria of the statewide Comprehensive Articulation Agreement, the student may be eligible to transfer to the receiving UNC institution as a junior in the major. CFCC offers fourteen (14) Associate in Arts premajors: Art Education; Business Administration, implementation date Fall of 2006; Business Education and Marketing Education; Communication; Criminal Justice; Elementary Education; Middle Grades Education and Special Education; English; English Education; History; Political Science; Psychology; Social Work; and Sociology. Fall of 2004, CFCC implemented the Associate in Fine Arts: Drama pre-major. The premajors have more prescribed courses—mandatory or highly recommended—than the general studies programs. The last statement of each program description lists the UNC institutions that offer a degree in the respective major.

**Choosing a Program of Study**
When choosing a program of study, students should

- Consider their talents/abilities, personality, and passions/dreams.
- Research the career of their choice for information about the following: the nature of the career, qualifications, salary range, market demand, employment locations, and related fields. For information about careers, students may visit CFCC's Career and Testing Services (Room A206, Galehouse Building,).
- Be willing to change their program if they discover a more rewarding academic field. Through a classroom project, an extracurricular activity, or an interview with someone in a field, a student may decide his or her career goal.
- Review the websites about academic majors from senior institutions. The following is an example: http://www.uncwil.edu/stuaff/career/Majors/

**The 16 Public Institutions in the University of North Carolina System and their Website Addresses**

**Appalachian State University**
http://www.appstate.edu/

**East Carolina University**
http://www.ecu.edu/admissions/

**Elizabeth City State University**
http://www.ecsu.edu/admissions/

**Fayetteville State University**
http://www.uncfsu.edu/admissions/

**North Carolina A&T State University**
http://www.ncat.edu/~admit/

**North Carolina Central University**
http://www.nccu.edu/Admissions/Transfer/index.shtml

**North Carolina School of the Arts**
http://www.ncarts.edu/

**North Carolina State University**
http://www.fis.ncsu.edu/uga/_vti_bin/shtml.exe/admissio.htm/map

**UNC-Asheville**
http://bulldog.unca.edu/admissions/

**UNC-Chapel Hill**
http://www.unc.edu/admissions/

**UNC-Charlotte**
http://www.uncc.edu/admissions/

**UNC-Greensboro**
http://www.uncg.edu/reg/TransferCredits/CommCollege/CCindex.html

**UNC-Pembroke**
http://www.uncp.edu/admissions/HTML/transferadmissions.htm

**UNC-Wilmington**
http://www.uncwil.edu/admissions/TRNadm.htm

**Western Carolina University**
http://admissions.wcu.edu/

**Winston-Salem State University**
http://www.wssu.edu/admiss.asp

**The 22 Private Colleges and Universities in North Carolina that endorse the Statewide Comprehensive Articulation Agreement (Website Addresses Included)**

**Barton College**
http://www.barton.edu/

**Belmont Abbey College**
http://www.belmontabbeycollege.edu/admissions/

**Bennett College**
http://www.bennett.edu/

**Brevard College**
http://www.brevard.edu/admissions/transfer.html

**Campbell University**
http://www.campbell.edu/adm/undergrad/credit.html

**Catawba College**
http://www.catawba.edu/prospect/index.htm

**Chowan College**
http://www.chowan.edu/

**Gardner-Webb University**
http://www.gardner-webb.edu/search.shtml

**Johnson C. Smith University**
http://www.jcsu.edu/admis.htm

**Livingstone College**
http://www.livingstone.edu/admissions.htm

**Louisburg College**
http://www.louisburg.edu/admissions/admissions.htm

**Mars Hill College**
http://www.mhc.edu/prospect.asp

**Montreat College**
http://www.montreat.edu/

**Mount Olive College**
http://www.mountolive.edu/Admissions/admissions.htm

**North Carolina Wesleyan College**
http://www.ncwc.edu/admission/

**Pfeiffer College**
http://www.pfeiffer.edu/

**Queens University of Charlotte**
http://www.queens.edu/

**Saint Andrews Presbyterian College**
http://www.sapc.edu/main.html

**St. Augustine's University**
http://www.st-aug.edu/index2.htm

**Shaw University**
http://www.shawuniversity.edu/

**Warren Wilson College**
http://www.warren-wilson.edu/main/

**Wingate University**
http://www.wingate.edu/home.asp

**College Transfer Advising Information**
Currently enrolled students who plan to return to CFCC the subsequent semester, should make an appointment with their advisor ONE WEEK prior to the Advisement Period; meet with their advisor at the scheduled time, presenting a tentative schedule and an alternate list of courses; register by telephone; and pay for their courses within two days of telephone registration.

In lieu of a face-to-face meeting, transfer students may do online advising by accessing the following website: http://cfcc.edu/advising/ct/Advising4.htm. All forms have been placed on the website for students' convenience. After completing the forms, students should submit their class schedules to their advisors. Advantages of the Advisement Period: A better chance of getting the classes at the times desired! More personal advising! An opportunity to avoid long lines during general registration! The Advisement Period is three weeks. When meeting with an advisor, students should have the following documentation available:

- A copy of their Transfer Credit Evaluation form—Students who have attended a post secondary institution and transferred credits to their CFCC program, should have received a Transfer Credit Evaluation form (often referred to as a "credit slip") that shows the course equivalencies. Generally, courses will transfer if they are similar to CFCC's courses in content and credit hours and if students have earned at least a "C-" in the courses. Courses earned at other North Carolina community colleges will transfer even if they are not taught at CFCC, provided that 1) the course is a transfer course; 2) there is room in the program for the course; and 3) the student has earned a grade of "C-" or better. Reminder: Students sometimes change programs and may lose or gain credit hours. When students are awarded "CT" credit (credit by transfer), "CT" appears on student transcripts. The grade of "C-" or higher appears on the Transfer Credit Evaluation form, not on the CFCC transcript, and is not computed in the grade-point average. It is the responsibility of a CFCC counselor to evaluate transcripts and award credit for the courses that count toward a program. An evaluation should occur at least six (6) weeks prior to registration, to insure that this step is completed in a timely manner.

- A copy of their placement scores—Most college transfer courses require students to be proficient in reading. ENG 111 requires proficiency in reading and in writing. Generally, the scores on the math placement test determine math placement only. If students are waived from any portion of the placement tests, students must have clearly stated documentation from a CFCC counselor, and the letter "W" (waived) will appear on the student's record.

- A current CFCC catalog/handbook—The catalog/handbook is the student's reference to course descriptions, program requirements, student rights, rules, and other information that helps students succeed academically. Students are responsible for knowing and meeting their program requirements, including the prerequisites and the corequisites. If students sign up for a class and have not met the prerequisite(s), students may be dropped from the class and will be counted absent for the days missed if they enroll in any class late. Students should not bypass a prerequisite.

- A writing instrument—preferably a pencil—to complete the registration or drop/add form.

- A class schedule--Students should familiarize themselves with the information in the class schedule. This institution does not encourage class overrides—permission to enroll in a class when the class monitor indicates maximum student capacity. When selecting a course schedule, students should consider the class times, their work schedule, and their family responsibilities. If students withdraw from a class, they should complete a withdrawal form, have the instructor sign the form, and take it to the Admissions and Records Office for processing.

During general registration, the open and closed class monitors provide an alphabetical listing of all the college transfer, technical, and vocational courses by their prefix, number, and title. A complete list of the college transfer courses is listed on page 58 of this catalog. The class times are listed in the class schedules, not on the open and closed class monitors.

CFCC offers seventeen (17) college transfer programs; students should know the specific name of their program to help ensure accurate advising. If students change their program of study, they should see a counselor and have their transcript reevaluated. Program changes should be made at least six weeks before the Advisement Period so that students will know the names of their advisors and will make an appointment on time.

Each college transfer program has curriculum guideline worksheets housed in N203, S201, S202, S301, S312, and S602. Students should fill out the appropriate worksheet, keep it updated, and have it available whenever they meet with an advisor. Completion of the worksheet will help students and advisors keep track of program requirements.

If students plan to receive the maximum benefit from the statewide Comprehensive Articulation Agreement (CAA), they are advised to complete their associate degree (64 semester hours). The more credit hours a student earns, the greater a student's opportunity to get the classes of choice, provided he or she registers by telephone and pays the tuition on time. Students may also benefit from this agreement if they complete the general education core (44 semester hours). Students who do not wish to complete their degree or the general education core, should check with the receiving institution for updated transfer equivalencies and minimum requirements for transfer.

Associate in Fine Arts students should always consult with the receiving institution and be advised of the courses to take at CFCC.

**Course Recommendations for Students Who Plan to Benefit from the CAA**
Students are advised to complete the following:

- ENG 111 the first semester and ENG 112 or 113 or 114 the second semester. Since most college transfer courses require a proficiency in reading and various writing assignments, these two composition courses help students understand the writing process, develop the ability to produce expository prose, and develop good research skills. If students do not place into ENG 111, they should enroll in the appropriate developmental reading/writing course. Students taking a developmental reading/writing course are allowed to take a selected list of college transfer courses (listed in this catalog/handbook under the section entitled "Developmental Studies").

- A curriculum math course or the appropriate developmental math course to help prepare students for the curriculum math course.

- A natural science requirement.

- The remaining general education core.

- The electives or other required hours, generally totaling 20-21 semester hours. Depending on the program of study, students may fulfill all or part of their 20-21 semester hours by selecting additional general education courses and/or the electives listed in the Other Required Hours section of the program. Some programs, particularly the premajors, have electives that are mandatory (required) and/or highly recommended (not required but strongly suggested). These requirements or recommendations are listed on the curriculum worksheets.

Reminders: Classes that generally fill quickly include the following:

ART 261—Photography
BIO 111—General Biology
BIO 168—Anatomy and Physiology
CIS 110—Introduction to Computers
COM 110—Intro to Communication
GEL 113—Historical Geology
GEL 120—Physical Geology
HUM 160—Introduction to Film
SPA 111—Elementary Spanish
College transfer distance learning classes.

The following classes have mandatory labs:

| | | |
|---|---|---|
| BIO 140 | MAT 142 | MAT 172 |
| CHM 131 | MAT 155 | MAT 175 |
| MAT 140 | MAT 161 | MAT 263 |
| MAT 141 | MAT 171 | PHY 110 |

Each college transfer course designated as a lab has the letter "A" after the course number (example: CHM 131A). Students should select the lab section that corresponds with the lecture section (example: MAT 171, Section 2, and MAT 171A, Section 2).

In addition to the purchase of a textbook, some art classes require students to purchase supplies. The following costs are estimations and will depend on the instructor, the place of purchase, and the maker/manufacturers: ART 121 – Design I, $75-$100; ART 131 – Drawing I, $ 80 – $100; ART 240 – Painting I, $131 (an additional $80 needed if a class wants to learn about watercolors and oils/acrylics.); and ART 261-Photography, $120 for film, paper and supplies. ART 261 also requires students to have a manual 35-millimeter camera.

Students are required to purchase a graphic calculator (an estimate of $100) if they enroll in the following math classes: MAT 161 (being phased out), MAT 171, MAT 172, MAT 175, and MAT 263.

Students should observe the school calendar, published in the front of the catalog.

SUMMARY—Currently enrolled students are advised to
- Get the proper documentation for advising
- Make an appointment and see their advisor during the Advisement Period
- Register by telephone; and
- Pay their tuition within two days of telephone registration and avoid being dropped from their classes for non-payment. Students will not receive a bill about tuition payment.

All currently enrolled students should see their advisor during the Advisement Period even if they do not plan to register by telephone. If students prefer to wait until general registration, the same documentation mentioned above will be needed, the advising process will be more time-consuming, and many classes will be already full.

Students should keep all documentation—placement scores, credit slips, transcripts, and verification of their having met prerequisites—and present it to their instructors during the first week of class if such information is requested.

**A List of the College Transfer Courses Offered at CFCC**

*(Reminder: Students are responsible for knowing the prerequisites/corequisites and complying with them. The transfer of a course may depend on several factors. Students should always review the transfer requirements of the receiving institution, particularly the course equivalency list.)*

ACC 120
ACC 121
ANT 210
ANT 220
ART 111
ART 114
ART 115
ART 116
ART 117
ART 121
ART 122
ART 131
ART 132
ART 171
ART 212
ART 214
ART 231
ART 232
ART 240
ART 241
ART 245
ART 246
ART 261
ART 262
ART 264
ART 265
ART 266
ART 267
ART 271
ART 281
ART 282
ART 283
ART 284
ART 288
BIO 110
BIO 111
BIO 112
BIO 140
BIO 140A
BIO 150
BIO 163
BIO 168
BIO 169
BIO 173
BIO 175
BUS 115
CHM 131
CHM 131A
CHM 132
CHM 151
CHM 152
CHM 251
CIS 110
CIS 115
CJC 111
CJC 121
CJC 141
COM 110
COM 111
COM 120
COM 140
COM 231
COM 232
COM 233
COM 250
CSC 151
DRA 111
DRA 120
DRA 122
DRA 126
DRA 128
DRA 130
DRA 131
DRA 135
DRA 136
DRA 140
DRA 141
DRA 142
DRA 145
DRA 147
DRA 170
DRA 171
DRA 175
DRA 176
DRA 211
DRA 212
DRA 230
DRA 231
DRA 240
DRA 260
DRA 270
DRA 271
DRA 275
DRA 276
ECO 151
ECO 251
ECO 252
EDU 216
ENG 111
ENG 112
ENG 113
ENG 114
ENG 125
ENG 126
ENG 131
ENG 132
ENG 133
ENG 231
ENG 232
ENG 233
ENG 241
ENG 242
ENG 251
ENG 252
ENG 261
ENG 262
ENG 272
ENG 273
ENG 274
FRE 111
FRE 112
FRE 181
FRE 182
FRE 211
FRE 212
FRE 281
FRE 282
GEL 113
GEL 120
GEL 230
GEO 131
GER 111
GER 112
GER 181
GER 182
GER 211
GER 212
GER 281
GER 282
HIS 115
HIS 116
HIS 121
HIS 122
HIS 131
HIS 132
HIS 221
HIS 228
HIS 229
HUM 110
HUM 115
HUM 130
HUM 160
HUM 161
HUM 220
HUM 230
JOU 110
MAT 140
MAT 140A
MAT 141
MAT 141A
MAT 142
MAT 142A
MAT 155
MAT 155A
MAT 161
MAT 161A
MAT 171
MAT 171A
MAT 172
MAT 172A
MAT 175
MAT 175A
MAT 263
MAT 263A
MAT 271
MAT 272
MAT 273
MUS 110
MUS 111
MUS 112
MUS 113
MUS 114
MUS 121
MUS 123
MUS 131
MUS 132
MUS 135
MUS 136
MUS 141
MUS 142
MUS 151
MUS 152
MUS 161
MUS 162
MUS 214
MUS 215
MUS 253
MUS 261
MUS 262
PED 110
PED 113
PED 115
PED 117
PED 122
PED 125
PED 128
PED 130
PED 143
PED 145
PED 147
PED 148
PED 170
PED 174
PED 178
PED 179
PED 186
PED 187
PHI 210
PHI 215
PHI 220
PHI 221
PHI 230
PHI 240
PHI 250
PHY 110
PHY 110A
PHY 151
PHY 152
POL 110
POL 120
POL 210
POL 220
PSY 150
PSY 241
PSY 259
PSY 263
PSY 281
REL 110
REL 111
REL 112
REL 211
REL 212
REL 221
SOC 210
SOC 213
SOC 220
SOC 230
SOC 232
SOC 234
SOC 240
SOC 242
SPA 111
SPA 112
SPA 141
SPA 151
SPA 161
SPA 181
SPA 182
SPA 211
SPA 212
SPA 221
SPA 231
SPA 281
SPA 282

# ASSOCIATE IN ARTS
## *General Studies*

**A.A. Degree (A10100)**

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The *Associate in Arts: General Studies* Degree is designed to provide a broad background in the core courses of a liberal arts curriculum and comprises the first two years of a four-year baccalaureate degree. A strong liberal arts background provides students with flexibility in career options.

The program is recommended for students who plan to pursue a bachelor of arts degree in a liberal arts discipline but who have not decided their academic major. This program is also recommended for students who have decided their liberal arts major, but CFCC does not offer the premajor in this discipline, that is, the specific college transfer track. For example, a student who plans to major in Psychology may enroll in the Associate in Arts: Psychology program (often referred to as the Psychology premajor). Students who plan to major in Nursing and Health Education should select the Associate of Arts: General Studies program because CFCC does not offer the Nursing or the Health Education premajor.

Since requirements vary, it is the responsibility of each student to determine the specific requirements of the senior institution to which he or she plans to transfer. The student should be advised that while individual courses may be considered for transfer credit, most institutions give preference to applicants who have completed a two-year degree.

A student is eligible to be granted the associate in arts degree upon completion of 64-65 semester hours, including all required minimums outlined in the following listing.

**Semester Hours Credit**

**GENERAL EDUCATION CORE .....(44 SHC)**

**English Composition.....6 SHC**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |
| | or | |
| ENG 114 | Professional Research and Reporting | 3 |

**Humanities/Fine Arts.....9 SHC**

Select **three** courses from at least **two** of the following areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. One course must be a literature course. Reminder: Each foreign language course has a mandatory lab, which is listed in the "Other Required Hours" section.

| | | | |
|---|---|---|---|
| 1. | ART 111 | Art Appreciation | 3 |
| | ART 114 | Art History Survey I | 3 |
| | ART 115 | Art History Survey II | 3 |
| | ART 116 | Survey of American Art | 3 |
| | ART 117 | Non-Western Art History | 3 |
| 2. | DRA 111 | Theatre Appreciation | 3 |
| | DRA 122 | Oral Interpretation | 3 |
| | DRA 126 | Storytelling | 3 |
| | DRA 211 | Theatre History I | 3 |
| | DRA 212 | Theatre History II | 3 |
| 3. | ENG 131 | Introduction to Literature | 3 |
| | ENG 231 | American Literature I | 3 |
| | ENG 232 | American Literature II | 3 |
| | ENG 233 | Major American Writers | 3 |
| | ENG 241 | British Literature I | 3 |
| | ENG 242 | British Literature II | 3 |
| | ENG 251 | Western World Literature I | 3 |
| | ENG 252 | Western World Literature II | 3 |
| | ENG 261 | World Literature I | 3 |
| | ENG 262 | World Literature II | 3 |
| 4. | FRE 111 | Elementary French I | 3 |
| | FRE 112 | Elementary French II | 3 |
| | FRE 211 | Intermediate French I | 3 |
| | FRE 212 | Intermediate French II | 3 |
| | GER 111 | Elementary German I | 3 |
| | GER 112 | Elementary German II | 3 |
| | GER 211 | Intermediate German I | 3 |
| | GER 212 | Intermediate German II | 3 |
| | SPA 111 | Elementary Spanish I | 3 |
| | SPA 112 | Elementary Spanish II | 3 |
| | SPA 211 | Intermediate Spanish I | 3 |
| | SPA 212 | Intermediate Spanish II | 3 |
| 5. | HUM 110 | Technology and Society | 3 |
| | HUM 115 | Critical Thinking | 3 |
| | HUM 130 | Myth in Human Culture | 3 |
| | HUM 160 | Introduction to Film | 3 |
| | HUM 161 | Advanced Film Studies | 3 |
| | HUM 220 | Human Values and Meaning | 3 |
| 6. | MUS 110 | Music Appreciation | 3 |
| | MUS 112 | Introduction to Jazz | 3 |
| | MUS 113 | American Music | 3 |
| | MUS 114 | Non-Western Music | 3 |
| 7. | PHI 210 | History of Philosophy | 3 |
| | PHI 215 | Philosophical Issues | 3 |
| | PHI 220 | Western Philosophy I | 3 |
| | PHI 221 | Western Philosophy II | 3 |
| | PHI 230 | Introduction to Logic | 3 |
| | PHI 240 | Introduction to Ethics | 3 |

8. REL 110 World Religions ..... 3
REL 111 Eastern Religions ..... 3
REL 112 Western Religions ..... 3
REL 211 Intro to Old Testament ..... 3
REL 212 Intro to New Testament ..... 3
REL 221 Religion in America ..... 3

**Speech/Communication ..... 3 SHC**
COM 110 Intro to Communication ..... 3
or
COM 120 Interpersonal Communication ..... 3
or
COM 231 Public Speaking ..... 3

**Social/Behavioral Sciences ..... 12 SHC**
Select **four** courses from at least **three** of the following areas: anthropology, economics, history, political science, psychology, and sociology. One course must be a history course.

1. ANT 210 General Anthropology ..... 3
ANT 220 Cultural Anthropology ..... 3

2. ECO 151 Survey of Economics ..... 3
ECO 251 Prin of Microeconomics ..... 3
ECO 252 Prin of Macroeconomics ..... 3

3. HIS 115 Intro to Global History ..... 3
HIS 121 Western Civilization I ..... 3
HIS 122 Western Civilization II ..... 3
HIS 131 American History I ..... 3
HIS 132 American History II ..... 3

4. POL 110 Intro to Political Science ..... 3
POL 120 American Government ..... 3
POL 210 Comparative Government ..... 3
POL 220 International Relations ..... 3

5. PSY 150 General Psychology ..... 3
PSY 241 Developmental Psychology ..... 3
PSY 281 Abnormal Psychology ..... 3

6. SOC 210 Introduction to Sociology ..... 3
SOC 213 Sociology of the Family ..... 3
SOC 220 Social Problems ..... 3
SOC 230 Race and Ethnic Relations ..... 3
SOC 240 Social Psychology ..... 3

**Natural Sciences/Mathematics ..... 14 SHC**
*Natural Sciences ..... 8 SHC*
Select two courses, including accompanying laboratory work, from the biological and/or physical science disciplines. Reminder: BIO 140, CHM 131 and PHY 110 have mandatory labs.

1. BIO 110 Principles of Biology ..... 4
BIO 111 General Biology I ..... 4
BIO 112 General Biology II ..... 4
BIO 140 Environmental Biology ..... 3
BIO 140A Environmental Biology ..... 1

2. CHM 131 Intro to Chemistry ..... 3
CHM 131A Intro to Chemistry Lab ..... 1
CHM 132 Organic and Biochemistry ..... 4
CHM 151 General Chemistry I ..... 4
CHM 152 General Chemistry II ..... 4

3. GEL 113 Historical Geology ..... 4
GEL 120 Physical Geology ..... 4
GEL 230 Environmental Geology ..... 4

4. PHY 110 Conceptual Physics ..... 3
PHY 110A Conceptual Physics Lab ..... 1
PHY 151 College Physics I ..... 4
PHY 152 College Physics II ..... 4

*Math ..... 6 SHC*
Two courses are required. Select one or two courses from List I below or select the second course from List II below. Reminder: Students may not take any of these combinations: MAT 161/171 OR MAT 161 or 171 and MAT 175 OR MAT 172/175. MAT 161 is being phased out.

The following courses have mandatory labs: MAT 140, 141, 142, 155, 161, 171, 172, 175, and 263. These labs are electives and are listed in the Other Required Hours section of this program.

**List I**
MAT 140 Survey of Mathematics ..... 3
MAT 141 Mathematical Concepts I ..... 3
MAT 142 Mathematical Concepts II ..... 3
MAT 161 College Algebra ..... 3
MAT 171 Precalculus Algebra ..... 3
MAT 172 Precalculus Trigonometry ..... 3
MAT 175 Precalculus ..... 4
MAT 263 Brief Calculus ..... 3
MAT 271 Calculus I ..... 4
MAT 272 Calculus II ..... 4
MAT 273 Calculus III ..... 4

**List II**
CIS 110 Introduction to Computers ..... 3
MAT 155 Statistical Analysis ..... 3

**General Education Core ..... (44 SHC)**

**OTHER REQUIRED HOURS (20-21 SHC)**
Other required hours should be selected from the remaining general education courses and/or the electives listed below. Only 64 hours are guaranteed to transfer under the Comprehensive Articulation Agreement. ACA 111 may count only as the 65th hour.

ACA 111 College Student Success (not transferable) 1
ACC 120 Prin of Financial Accounting I ..... 4
ACC 121 Prin of Managerial Accounting ..... 4
ART 121 Design I ..... 3
ART 122 Design II ..... 3
ART 131 Drawing I ..... 3
ART 132 Drawing II ..... 3
ART 171 Computer Art I ..... 3
ART 212 Gallery Assistantship I ..... 1
ART 214 Portfolio and Resume ..... 1
ART 231 Printmaking I ..... 3
ART 232 Printmaking II ..... 3
ART 240 Painting I ..... 3
ART 241 Painting II ..... 3
ART 245 Metals I ..... 3
ART 246 Metals II ..... 3
ART 261 Photography I ..... 3

| | | |
|---|---|---|
| ART 262 | Photography II | 3 |
| ART 264 | Digital Photography I | 3 |
| ART 265 | Digital Photography II | 3 |
| ART 266 | Videography I | 3 |
| ART 267 | Videography II | 3 |
| ART 271 | Computer Art II | 3 |
| ART 281 | Sculpture I | 3 |
| ART 282 | Sculpture II | 3 |
| ART 283 | Ceramics I | 3 |
| ART 284 | Ceramics II | 3 |
| ART 288 | Studio | 3 |
| BIO 150 | Genetics in Human Affairs | 3 |
| BIO 163 | Basic Anat & Physiology | 5 |
| BIO 168 | Anatomy and Physiology I | 4 |
| BIO 169 | Anatomy and Physiology II | 4 |
| BIO 173 | Microbes in World Affairs | 3 |
| BIO 175 | General Microbiology | 3 |
| BUS 115 | Business Law I | 3 |
| CHM 251 | Organic Chemistry I | 4 |
| CIS 115 | Intro to Programming and Logic | 3 |
| CJC 111 | Intro to Criminal Justice | 3 |
| CJC 121 | Law Enforcement Operations | 3 |
| CJC 141 | Corrections | 3 |
| COM 111 | Voice and Diction I | 3 |
| COM 140 | Intercultural Communication | 3 |
| COM 232 | Election Rhetoric | 3 |
| COM 233 | Persuasive Speaking | 3 |
| COM 250 | Public Communication | 3 |
| CSC 151 | JAVA Programming | 3 |
| DRA 120 | Voice for Performance | 3 |
| DRA 128 | Children's Theatre | 3 |
| DRA 130 | Acting I | 3 |
| DRA 131 | Acting II | 3 |
| DRA 135 | Acting for the Camera I | 3 |
| DRA 136 | Acting for the Camera II | 3 |
| DRA 140 | Stagecraft I | 3 |
| DRA 141 | Stagecraft II | 3 |
| DRA 142 | Costuming | 3 |
| DRA 145 | Stage Make-up | 2 |
| DRA 147 | Sound Technology | 3 |
| DRA 170 | Play Production I | 3 |
| DRA 171 | Play Production II | 3 |
| DRA 175 | Teleplay Production I | 3 |
| DRA 176 | Teleplay Production II | 3 |
| DRA 230 | Acting III | 3 |
| DRA 231 | Acting IV | 3 |
| DRA 240 | Lighting for the Theatre | 3 |
| DRA 260 | Directing | 3 |
| DRA 270 | Play Production III | 3 |
| DRA 271 | Play Production IV | 3 |
| DRA 275 | Teleplay Production III | 3 |
| DRA 276 | Teleplay Production IV | 3 |
| EDU 216 | Foundations in Education | 4 |
| ENG 125 | Creative Writing I | 3 |
| ENG 126 | Creative Writing II | 3 |
| ENG 132 | Introduction to Drama | 3 |
| ENG 133 | Introduction to the Novel | 3 |
| ENG 272 | Southern Literature | 3 |
| ENG 273 | African-American Literature | 3 |
| ENG 274 | Literature by Women | 3 |
| FRE 181 | Elementary French Lab1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GEO 131 | Physical Geography I | 4 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HIS 116 | Current World Problems | 3 |
| HIS 221 | African-American History | 3 |
| HIS 228 | History of the South | 3 |
| HIS 229 | History of the Old South | 3 |
| HUM 230 | Leadership Development | 3 |
| JOU 110 | Intro to Journalism | 3 |
| MAT 140A | Survey of Mathematics Lab | 1 |
| MAT 141A | Mathematical Concept I Lab | 1 |
| MAT 142A | Mathematical Concept II Lab | 1 |
| MAT 155A | Statistical Analysis Lab | 1 |
| MAT 161A | College Algebra Lab | 1 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 172A | Precalculus Trig Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| MAT 263A | Brief Calculus Lab | 1 |
| MUS 111 | Fundamentals of Music | 3 |
| MUS 121 | Music Theory I | 4 |
| MUS 123 | Music Composition | 1 |
| MUS 131 | Chorus I | 1 |
| MUS 132 | Chorus II | 1 |
| MUS 135 | Jazz Ensemble I | 1 |
| MUS 136 | Jazz Ensemble II | 1 |
| MUS 141 | Ensemble I | 1 |
| MUS 142 | Ensemble II | 1 |
| MUS 151 | Class Music I | 1 |
| MUS 152 | Class Music II | 1 |
| MUS 161 | Applied Music I | 2 |
| MUS 162 | Applied Music II | 2 |
| MUS 214 | Electronic Music I | 2 |
| MUS 215 | Electronic Music II | 2 |
| MUS 253 | Big Band | 1 |
| MUS 261 | Applied Music III | 2 |
| MUS 262 | Applied Music IV | 2 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense--Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 145 | Basketball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| PHI 250 | Philosophy of Science | 3 |
| PSY 263 | Educational Psychology | 3 |
| PSY 259 | Human Sexuality | 3 |
| SOC 232 | Social Context of Aging | 3 |
| SOC 234 | Sociology of Gender | 3 |
| SOC 242 | Sociology of Deviance | 3 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |

| | | |
|---|---|---|
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 221 | Spanish Conversation 3 | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |

**Total Semester Hours of Other Required Hours..... 20-21**

**Total Requirement in Semester Hours ..... .64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

# ASSOCIATE IN SCIENCE
## *General Studies*

**A.A. Degree (A10400)**

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The Associate in Science: General Studies Degree is designed to provide a broad background in the core courses of a liberal arts curriculum and comprises the first two years of a four-year baccalaureate degree.

This program is recommended for students who plan to pursue a bachelor of science degree in a discipline that requires a strong background in mathematics and science. Such disciplines include the following: agriculture, biology, chemistry, dentistry, forestry, mathematics, medicine, pharmacy, and textiles. Students who do not plan to complete their degree at CFCC, should first contact the Admissions Office of the senior institution and be advised of the courses to take at CFCC.

A student is eligible to be granted the associate degree upon completion of 64-65 semester-hour credits, including all required minimums outlined in the following listing.

**Semester Hours Credit**

**GENERAL EDUCATION CORE .....(44 SHC)**

**English Composition.....6 SHC**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |
| | or | |
| ENG 114 | Professional Research and Reporting | 3 |

**Humanities/Fine Arts.....9 SHC**

Select **two** courses from **two** of the following areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. One course must be a literature course. Reminder: Each foreign language course has a mandatory lab.

| | | | |
|---|---|---|---|
| 1. | ART 111 | Art Appreciation | 3 |
| | ART 114 | Art History Survey I | 3 |
| | ART 115 | Art History Survey II | 3 |
| | ART 116 | Survey of American Art | 3 |
| | ART 117 | Non-Western Art History | 3 |
| 2. | DRA 111 | Theatre Appreciation | 3 |
| | DRA 122 | Oral Interpretation | 3 |
| | DRA 126 | Storytelling | 3 |
| | DRA 211 | Theatre History I | 3 |
| | DRA 212 | Theatre History II | 3 |
| 3. | ENG 131 | Introduction to Literature | 3 |
| | ENG 231 | American Literature I | 3 |
| | ENG 232 | American Literature II | 3 |
| | ENG 233 | Major American Writers | 3 |
| | ENG 241 | British Literature I | 3 |
| | ENG 242 | British Literature II | 3 |
| | ENG 251 | Western World Literature I | 3 |
| | ENG 252 | Western World Literature II | 3 |
| | ENG 261 | World Literature I | 3 |
| | ENG 262 | World Literature II | 3 |
| 4. | FRE 111 | Elementary French I | 3 |
| | FRE 112 | Elementary French II | 3 |
| | FRE 211 | Intermediate French I | 3 |
| | FRE 212 | Intermediate French II | 3 |
| | GER 111 | Elementary German I | 3 |
| | GER 112 | Elementary German II | 3 |
| | GER 211 | Intermediate German I | 3 |
| | GER 212 | Intermediate German II | 3 |
| | SPA 111 | Elementary Spanish I | 3 |
| | SPA 112 | Elementary Spanish II | 3 |
| | SPA 211 | Intermediate Spanish I | 3 |
| | SPA 212 | Intermediate Spanish II | 3 |

| | | | |
|---|---|---|---|
| 5. | HUM 110 | Technology and Society | 3 |
| | HUM 115 | Critical Thinking | 3 |
| | HUM 130 | Myth in Human Culture | 3 |
| | HUM 160 | Introduction to Film | 3 |
| | HUM 161 | Advanced Film Studies | 3 |
| | HUM 220 | Human Values and Meaning | 3 |
| 6. | MUS 110 | Music Appreciation | 3 |
| | MUS 112 | Introduction to Jazz | 3 |
| | MUS 113 | American Music | 3 |
| | MUS 114 | Non-Western Music | 3 |
| 7. | PHI 210 | History of Philosophy | 3 |
| | PHI 215 | Philosophical Issues | 3 |
| | PHI 220 | Western Philosophy I | 3 |
| | PHI 221 | Western Philosophy II | 3 |
| | PHI 230 | Introduction to Logic | 3 |
| | PHI 240 | Introduction to Ethics | 3 |
| 8. | REL 110 | World Religions | 3 |
| | REL 111 | Eastern Religions | 3 |
| | REL 112 | Western Religions | 3 |
| | REL 211 | Intro to Old Testament | 3 |
| | REL 212 | Intro to New Testament | 3 |
| | REL 221 | Religion in America | 3 |

**Speech/Communication ..... 3 SHC**
One of the following courses is required to substitute for 3 SHC of Humanities/Fine arts:

| | | |
|---|---|---|
| COM 110 | Intro to Communication | 3 |
| | or | |
| COM 120 | Interpersonal Communication | 3 |
| | or | |
| COM 231 | Public Speaking | 3 |

**Social/Behavioral Sciences ..... 9 SHC**
Select three courses from three of the following areas: anthropology, history, economics, political science, psychology, and sociology. One course must be a history course.

| | | | |
|---|---|---|---|
| 1. | ANT 210 | General Anthropology | 3 |
| | ANT 220 | Cultural Anthropology | 3 |
| | ANT 220 | Cultural Anthropology | 3 |
| 2. | ECO 151 | Survey of Economics | 3 |
| | ECO 251 | Prin of Microeconomics | 3 |
| | ECO 252 | Prin of Macroeconomics | 3 |
| 3. | HIS 115 | Intro to Global History | 3 |
| | HIS 121 | Western Civilization I | 3 |
| | HIS 122 | Western Civilization II | 3 |
| | HIS 131 | American History I | 3 |
| | HIS 132 | American History II | 3 |
| 4. | POL 110 | Intro to Political Science | 3 |
| | POL 120 | American Government | 3 |
| | POL 210 | Comparative Government | 3 |
| | POL 220 | International Relations | 3 |
| 5. | PSY 150 | General Psychology | 3 |
| | PSY 241 | Developmental Psych | 3 |
| | PSY 281 | Abnormal Psychology | 3 |
| 6. | SOC 210 | Introduction to Sociology | 3 |
| | SOC 213 | Sociology of the Family | 3 |
| | SOC 220 | Social Problems | 3 |
| | SOC 230 | Race and Ethnic Relations | 3 |
| | SOC 240 | Social Psychology | 3 |

**Natural Sciences/Mathematics ..... 20 SHC**
*Natural Sciences ..... 8 SHC*
Select a two-course sequence in general biology, general chemistry, or general physics.

| | | | |
|---|---|---|---|
| 1. | BIO 111 | General Biology I | 4 |
| | BIO 112 | General Biology II | 4 |
| 2. | CHM 151 | General Chemistry I | 4 |
| | CHM 152 | General Chemistry II | 4 |
| 3. | PHY 151 | College Physics I | 4 |
| | PHY 152 | College Physics II | 4 |

*Math ..... 6 SHC*
Two courses are required. Select one or two courses from List I below or select the second course from List II below. Reminder: Students may not take any of these combinations: MAT 171/175 OR MAT 172/175.

The following courses have mandatory labs: MAT 155, 171, 172, and 175. These labs are electives and are listed in the Other Required Hours section of this program.

**List I**

| | | |
|---|---|---|
| MAT 171 | Precalculus Algebra | 3 |
| MAT 172 | Precalculus Trigonometry | 3 |
| MAT 175 | Precalculus | 4 |
| MAT 271 | Calculus I | 4 |
| MAT 272 | Calculus II | 4 |
| MAT 273 | Calculus III | 4 |

**List II**

| | | |
|---|---|---|
| CIS 110 | Introduction to Computers | 3 |
| MAT 155 | Statistical Analysis | 3 |

**Additional Hours ..... 6 SHC**
Six additional hours must be selected from courses designated as Natural Sciences/Mathematics general education transfer courses.

**General Education Core ..... 44 SHC**

**OTHER REQUIRED HOURS (20-21 SHC)**
Select at least 14 SHC (including required labs) from the list of math, science, and computer science courses in Group 1 below and/or from unused math, science, and computer science courses in the General Education Core above. Reminder: BIO 140 and PHY 110 have mandatory labs.

**Group 1 ..... 14 SHC**

| | | |
|---|---|---|
| BIO 140 | Environmental Biology | 3 |
| BIO 140A | Environmental Biology Lab | 1 |
| BIO 150 | Genetics in Human Affairs | 3 |
| BIO 163 | Basic Anat & Physiology | 5 |
| BIO 168 | Anatomy and Physiology I | 4 |
| BIO 169 | Anatomy and Physiology II | 4 |
| BIO 173 | Microbes in World Affairs | 3 |
| BIO 175 | General Microbiology | 3 |
| CHM 251 | Organic Chemistry I | 4 |
| CIS 115 | Intro to Programming and Logic | 3 |
| CSC 151 | JAVA Programming | 3 |
| GEL 113 | Historical Geology | 4 |
| GEL 120 | Physical Geology | 4 |
| GEL 230 | Environmental Geology | 4 |
| MAT 155A | Statistical Analysis Lab | 1 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 172A | Precalculus Trig Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| PHY 110 | Conceptual Physics | 3 |
| PHY 110A | Conceptual Physics Lab | 1 |

**Select the remaining 6 or 7 SHC from any unused courses in the General Education Core and/or from the electives listed in Group 1 and/or Group 2.**

**Group 2 ..... 6-7 SHC**

| | | |
|---|---|---|
| ACA 111 | College Student Success (not transferable) | 1 |
| ACC 120 | Prin of Financial Accounting | 4 |
| ACC 121 | Prin of Managerial Accounting | 4 |
| ART 121 | Design I | 3 |
| ART 122 | Design II | 3 |
| ART 131 | Drawing I | 3 |
| ART 132 | Drawing II | 3 |
| ART 171 | Computer Art I | 3 |
| ART 212 | Gallery Assistantship I | 1 |
| ART 231 | Printmaking I | 3 |
| ART 232 | Printmaking II | 3 |
| ART 240 | Painting I | 3 |
| ART 241 | Painting II | 3 |
| ART 245 | Metals I | 3 |
| ART 246 | Metals II | 3 |
| ART 261 | Photography I | 3 |
| ART 262 | Photography II | 3 |
| ART 264 | Digital Photography I | 3 |
| ART 265 | Digital Photography II | 3 |
| ART 266 | Videography I | 3 |
| ART 267 | Videography II | 3 |
| ART 271 | Computer Art II | 3 |
| ART 281 | Sculpture I | 3 |
| ART 282 | Sculpture II | 3 |
| ART 283 | Ceramics I | 3 |
| ART 284 | Ceramics II | 3 |
| ART 288 | Studio | 3 |
| BUS 115 | Business Law I | 3 |
| CJC 111 | Intro to Criminal Justice | 3 |
| CJC 121 | Law Enforcement Operations | 3 |
| CJC 141 | Corrections | 3 |
| DRA 120 | Voice for Performance | 3 |
| DRA 130 | Acting I | 3 |
| DRA 131 | Acting II | 3 |
| DRA 140 | Stagecraft I | 3 |
| DRA 141 | Stagecraft II | 3 |
| DRA 142 | Costuming | 3 |
| DRA 145 | Stage Make-up | 2 |
| DRA 170 | Play Production I | 3 |
| DRA 171 | Play Production II | 3 |
| DRA 175 | Teleplay Production I | 3 |
| DRA 176 | Teleplay Production II | 3 |
| DRA 270 | Play Production III | 3 |
| DRA 271 | Play Production IV | 3 |
| EDU 216 | Foundations in Education | 4 |
| ENG 125 | Creative Writing I | 3 |
| ENG 126 | Creative Writing II | 3 |
| ENG 272 | Southern Literature | 3 |
| ENG 273 | African-American Literature | 3 |
| ENG 274 | Literature by Women | 3 |
| FRE 181 | Elementary French Lab1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GEO 131 | Physical Geography I | 4 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HIS 116 | Current World Problems | 3 |
| HIS 221 | African-American History | 3 |
| HIS 228 | History of the South | 3 |
| HIS 229 | History of the Old South | 3 |
| HUM 230 | Leadership Development | 3 |
| JOU 110 | Intro to Journalism | 3 |
| MAT 155 | Statistical Analysis Lab | 1 |
| MUS 111 | Fundamentals of Music | 3 |
| MUS 121 | Music Theory I | 4 |
| MUS 123 | Music Composition | 1 |
| MUS 131 | Chorus I | 1 |
| MUS 132 | Chorus II | 1 |
| MUS 135 | Jazz Ensemble I | 1 |
| MUS 136 | Jazz Ensemble II | 1 |
| MUS 141 | Ensemble I | 1 |
| MUS 142 | Ensemble II | 1 |
| MUS 151 | Class Music I | 1 |
| MUS 152 | Class Music II | 1 |
| MUS 161 | Applied Music I | 2 |
| MUS 162 | Applied Music II | 2 |
| MUS 214 | Electronic Music I | 2 |
| MUS 215 | Electronic Music II | 2 |
| MUS 253 | Big Band | 1 |
| MUS 261 | Applied Music III | 2 |

| | | |
|---|---|---|
| MUS 262 | Applied Music IV | 2 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics I | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense--Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 145 | Basketball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| PHI 250 | Philosophy of Science | 3 |
| PSY 259 | Human Sexuality | 3 |
| PSY 263 | Educational Psychology | 3 |
| SOC 232 | Social Context of Aging | 3 |
| SOC 234 | Sociology of Gender | 3 |
| SOC 242 | Sociology of Deviance | 3 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |

**Total Semester Hours of Other Required Hours..... 20-21**

**Total Requirement in Semester Hours..... 64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

# ASSOCIATE IN ARTS PRE-MAJORS
## *Art Education*

**A.A. DEGREE (A1010A)**

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The Art Education premajor is designed for students who plan to pursue a Bachelor of Arts Degree in Art Education. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Art Education: ASU, ECU, ECSU, FSU, NCA&T, NCCU, UNC-A, UNC-C, UNC-G, UNC-P, WCU, and WSSU.

**Semester Hours Credit**

**GENERAL EDUCATION CORE ..... (44 SHC)**

**English Composition ..... 6 SHC**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |
| | or | |
| ENG 114 | Professional Research and Reporting | 3 |

**Humanities/Fine Arts ..... 9 SHC**

*The following courses are required (6 SHC):*

| | | |
|---|---|---|
| ART 114 | Art History Survey I | 3 |
| ART 115 | Art History Survey II | 3 |

*One course must be a literature course (3 SHC).*

| | | |
|---|---|---|
| ENG 131 | Introduction to Literature | 3 |
| ENG 231 | American Literature I | 3 |
| ENG 232 | American Literature II | 3 |
| ENG 233 | Major American Writers | 3 |
| ENG 241 | British Literature I | 3 |
| ENG 242 | British Literature II | 3 |
| ENG 251 | Western World Literature I | 3 |
| ENG 252 | Western World Literature II | 3 |
| ENG 261 | World Literature I | 3 |
| ENG 262 | World Literature II | 3 |

**Speech/Communication ..... 3 SHC**

| | | |
|---|---|---|
| | COM 110 | Intro to Communications ..... 3 |
| | | or |
| | COM 120 | Interpersonal Communications ..... 3 |
| | | or |
| | COM 231 | Public Speaking ..... 3 |

**Social/Behavioral Sciences ..... 12 SHC**

Select four courses from at least three of the following areas: anthropology, economics, history, political science, psychology, and sociology. One course must be a history course..

| | | |
|---|---|---|
| 1. | ANT 210 | General Anthropology ..... 3 |
| | ANT 220 | Cultural Anthropology ..... 3 |
| 2. | ECO 151 | Survey of Economics ..... 3 |
| | ECO 251 | Prin of Microeconomics ..... 3 |
| | ECO 252 | Prin of Macroeconomics ..... 3 |
| 3. | HIS 115 | Intro to Global History ..... 3 |
| | HIS 121 | Western Civilization I ..... 3 |
| | HIS 122 | Western Civilization II ..... 3 |
| | HIS 131 | American History I ..... 3 |
| | HIS 132 | American History II ..... 3 |
| 4. | POL 110 | Intro to Political Science ..... 3 |
| | POL 120 | American Government ..... 3 |
| | POL 210 | Comparative Government ..... 3 |
| | POL 220 | International Relations ..... 3 |
| 5. | PSY 150 | General Psychology ..... 3 |
| | PSY 241 | Developmental Psychology ..... 3 |
| | PSY 281 | Abnormal Psychology ..... 3 |
| 6. | SOC 210 | Introduction to Sociology ..... 3 |
| | SOC 213 | Sociology of the Family ..... 3 |
| | SOC 220 | Social Problems ..... 3 |
| | SOC 230 | Race and Ethnic Relations ..... 3 |
| | SOC 240 | Social Psychology ..... 3 |

**Natural Sciences/Mathematics ..... 14 SHC**

*Natural Sciences ..... 8 SHC*

Select two courses, including accompanying laboratory work, from the biological and/or physical science disciplines. Reminder: BIO 140, CHM 131, and PHY 110 have mandatory labs.

| | | |
|---|---|---|
| 1. | BIO 110 | Principles of Biology ..... 4 |
| | BIO 111 | General Biology I ..... 4 |
| | BIO 112 | General Biology II ..... 4 |
| | BIO 140 | Environmental Biology ..... 3 |
| | BIO 140A | Environmental Biology ..... 1 |
| 2. | CHM 131 | Intro to Chemistry ..... 3 |
| | CHM 131A | Intro to Chemistry Lab ..... 1 |
| | CHM 132 | Organic and Biochemistry ..... 4 |
| | CHM 151 | General Chemistry I ..... 4 |
| | CHM 152 | General Chemistry II ..... 4 |
| 3. | GEL 113 | Historical Geology ..... 4 |
| | GEL 120 | Physical Geology ..... 4 |
| | GEL 230 | Environmental Geology ..... 4 |
| 4. | PHY 110 | Conceptual Physics ..... 3 |
| | PHY 110A | Conceptual Physics Lab ..... 1 |
| | PHY 151 | College Physics I ..... 4 |
| | PHY 152 | College Physics II ..... 4 |

*Math ..... 6 SHC*

Two courses are required. Select at least one course in introductory math. Reminder: MAT 140, 161 (being phased out), 171, and 175 have mandatory labs; these labs are electives and are listed in the Other Required Hours section of this program. CIS 110 is the second math requirement.

*Introductory Math Courses*

| | | |
|---|---|---|
| 1. | MAT 140 | Survey of Mathematics ..... 3 |
| | MAT 161 | College Algebra ..... 3 |
| | MAT 171 | Precalculus Algebra ..... 3 |
| | MAT 175 | Precalculus ..... 4 |

*Non-Introductory Math Courses*

| | | |
|---|---|---|
| 2. | CIS 110 | Introduction to Computers ..... 3 |

**Total General Education Core ..... 44 SHC**

**OTHER REQUIRED HOURS (20-21 SHC)**

*The following courses are required (10 SHC):*

| | | |
|---|---|---|
| | ART 121 | Design I ..... 3 |
| | ART 122 | Design II ..... 3 |
| | ART 131 | Drawing I ..... 3 |
| | ART 214 | Portfolio and Resume ..... 1 |

Ten (10) additional hours of approved college transfer courses are recommended.

To satisfy this requirement, two of the following courses are recommended:

| | | |
|---|---|---|
| | ART 116 | Survey of American Art ..... 3 |
| | | or |
| | ART 117 | Non-Western Art History ..... 3 |
| | ART 132 | Drawing II ..... 3 |
| | ART 171 | Computer Art I ..... 3 |
| | ART 231 | Printmaking ..... 3 |
| | ART 240 | Painting I ..... 3 |
| | ART 245 | Metals I ..... 3 |
| | ART 261 | Photography I ..... 3 |
| | | or |
| | ART 266 | Videography I ..... 3 |
| | | or |
| | ART 264 | Digital Photography I ..... 3 |
| | ART 283 | Ceramics I ..... 3 |

Other required hours should be selected from any unused general education core courses and/or the electives listed below. Students who plan to take additional math courses may not take the following combinations: MAT 161/171 OR MAT 161 or 171 and MAT 175 OR MAT 172/175. Reminder: Some foreign language courses have mandatory labs.

| | | |
|---|---|---|
| ACA 111 | College Student Success (not transferable) | 1 |
| ART 111 | Art Appreciation | 3 |
| ART 241 | Painting II | 3 |
| ART 246 | Metals II | 3 |
| ART 262 | Photography II | 3 |
| ART 265 | Digital Photography II | 3 |
| ART 267 | Videography II | 3 |
| ART 271 | Computer Art II | 3 |
| ART 281 | Sculpture I | 3 |
| ART 282 | Sculpture II | 3 |
| ART 284 | Ceramics II | 3 |
| ART 288 | Studio | 3 |
| BUS 115 | Business Law I | 3 |
| CJC 111 | Intro to Criminal Justice | 3 |
| COM 111 | Voice and Diction I | 3 |
| COM 250 | Public Communication | 3 |
| CIS 115 | Intro to Programming and Logic | 3 |
| CSC 151 | JAVA Programming | 3 |
| DRA 111 | Theatre Appreciation | 3 |
| DRA 122 | Oral Interpretation | 3 |
| DRA 126 | Storytelling | 3 |
| DRA 130 | Acting I | 3 |
| DRA 131 | Acting II | 3 |
| DRA 140 | Stagecraft I | 3 |
| DRA 141 | Stagecraft II | 3 |
| DRA 142 | Costuming | 3 |
| DRA 145 | Stage Make-up | 2 |
| DRA 170 | Play Production I | 3 |
| DRA 171 | Play Production II | 3 |
| DRA 211 | Theatre History I | 3 |
| DRA 212 | Theatre History II | 3 |
| EDU 216 | Foundations in Education | 4 |
| ENG 125 | Creative Writing I | 3 |
| ENG 126 | Creative Writing II | 3 |
| ENG 132 | Introduction to Drama | 3 |
| ENG 133 | Introduction to the Novel | 3 |
| ENG 272 | Southern Literature | 3 |
| ENG 273 | African-American Literature | 3 |
| ENG 274 | Literature by Women | 3 |
| FRE 111 | Elementary French I | 3 |
| FRE 112 | Elementary French II | 3 |
| FRE 181 | Elementary French Lab 1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 211 | Intermediate French I | 3 |
| FRE 212 | Intermediate French II | 3 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GEO 131 | Physical Geography I | 4 |
| GER 111 | Elementary German I | 3 |
| GER 112 | Elementary German II | 3 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 211 | Intermediate German I | 3 |
| GER 212 | Intermediate German II | 3 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HIS 116 | Current World Problems | 3 |
| HIS 221 | African-American History | 3 |
| HIS 228 | History of the South | 3 |
| HIS 229 | History of the Old South | 3 |
| HUM 110 | Technology and Society | 3 |
| HUM 115 | Critical Thinking | 3 |
| HUM 130 | Myth in Human Culture | 3 |
| HUM 160 | Introduction to Film | 3 |
| HUM 161 | Advanced Film Studies | 3 |
| HUM 220 | Human Values and Meaning | 3 |
| HUM 230 | Leadership Development | 3 |
| MAT 140A | Survey of Mathematics Lab | 1 |
| MAT 155 | Statistical Analysis | 3 |
| MAT 155A | Statistical Analysis Lab | 1 |
| MAT 161A | College Algebra Lab | 1 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| MAT 271 | Calculus I | 4 |
| MAT 272 | Calculus II | 4 |
| MAT 273 | Calculus III | 4 |
| MUS 110 | Music Appreciation | 3 |
| MUS 112 | Introduction to Jazz | 3 |
| MUS 113 | American Music | 3 |
| MUS 114 | Non-Western Music | 3 |
| MUS 131 | Chorus I | 1 |
| MUS 132 | Chorus II | 1 |
| MUS 135 | Jazz Ensemble I | 1 |
| MUS 136 | Jazz Ensemble II | 1 |
| MUS 141 | Ensemble I | 1 |
| MUS 142 | Ensemble II | 1 |
| MUS 151 | Class Music I | 1 |
| MUS 152 | Class Music II | 1 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics I | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense--Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 145 | Basketball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| PHI 210 | History of Philosophy | 3 |
| PHI 215 | Philosophical Issues | 3 |
| PHI 220 | Western Philosophy I | 3 |
| PHI 221 | Western Philosophy II | 3 |
| PHI 230 | Introduction to Logic | 3 |

| | | |
|---|---|---|
| PHI 240 | Introduction to Ethics | 3 |
| PHI 250 | Philosophy of Science | 3 |
| PSY 259 | Human Sexuality | 3 |
| PSY 263 | Educational Psychology | 3 |
| REL 110 | World Religions | 3 |
| REL 111 | Eastern Religions | 3 |
| REL 112 | Western Religions | 3 |
| REL 211 | Intro to Old Testament | 3 |
| REL 212 | Intro to New Testament | 3 |
| REL 221 | Religion in America | 3 |
| SOC 232 | Social Context of Aging | 3 |
| SOC 234 | Sociology of Gender | 3 |
| SOC 242 | Sociology of Deviance | 3 |
| SPA 111 | Elementary Spanish I | 3 |
| SPA 112 | Elementary Spanish II | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 211 | Intermediate Spanish I | 3 |
| SPA 212 | Intermediate Spanish II | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |

**Total Semester Hours of Other Required Hours..... 20-21**

**Total Requirement in Semester Hours..... 64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**Admission to the Major:** Grade-point average requirements vary, and admission is competitive across the several programs in Art Education. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I and II.

**Recommended Courses:** Two of the following courses: ART 116 or 117; 171; 231; 240; 245; 261 or 266 or 264; and 283.

# *Business Administration*

**A.A. DEGREE (A1010B)**

*(For students transferring to a four-year institution)*

**It is the responsibility of the student to *know* and *to comply with* the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The *Business Administration premajor* is designed for students who plan to pursue a Bachelor of Arts Degree in Business Administration at a senior institution. Students who successfully complete this program and meet admissions requirements at the receiving institution may be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors in the major.

The following UNC institutions offer a baccalaureate degree in Business Education: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-C, UNC-CH, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

**Semester Hours Credit**

**GENERAL EDUCATION CORE .....(44 SHC)**

**English Composition.....6 SHC**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |
| | or | |
| ENG 114 | Professional Research and Reporting | 3 |

**Humanities/Fine Arts.....9 SHC**

Select **three** courses from at least **two** of the following areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. One course must be a literature course. Reminder: Each foreign language course below has a mandatory lab, which is listed in the "Other Required Hours."

| | | | |
|---|---|---|---|
| 1. | ART 111 | Art Appreciation | 3 |
| | ART 114 | Art History Survey I | 3 |
| | ART 115 | Art History Survey II | 3 |
| | ART 116 | Survey of American Art | 3 |
| | ART 117 | Non-Western Art History | 3 |

| | | |
|---|---|---|
| 2. | DRA 111 | Theatre Appreciation ..... 3 |
| | DRA 122 | Oral Interpretation ..... 3 |
| | DRA 126 | Storytelling ..... 3 |
| | DRA 211 | Theatre History I ..... 3 |
| | DRA 212 | Theatre History II ..... 3 |
| 3. | ENG 131 | Introduction to Literature ..... 3 |
| | ENG 231 | American Literature I ..... 3 |
| | ENG 232 | American Literature II ..... 3 |
| | ENG 233 | Major American Writers ..... 3 |
| | ENG 241 | British Literature I ..... 3 |
| | ENG 242 | British Literature II ..... 3 |
| | ENG 251 | Western World Literature I ..... 3 |
| | ENG 252 | Western World Literature II ..... 3 |
| | ENG 261 | World Literature I ..... 3 |
| | ENG 262 | World Literature II ..... 3 |
| 4. | FRE 111 | Elementary French I ..... 3 |
| | FRE 112 | Elementary French II ..... 3 |
| | FRE 211 | Intermediate French I ..... 3 |
| | FRE 212 | Intermediate French II ..... 3 |
| | GER 111 | Elementary German I ..... 3 |
| | GER 112 | Elementary German II ..... 3 |
| | GER 211 | Intermediate German I ..... 3 |
| | GER 212 | Intermediate German II ..... 3 |
| | SPA 111 | Elementary Spanish I ..... 3 |
| | SPA 112 | Elementary Spanish II ..... 3 |
| | SPA 211 | Intermediate Spanish I ..... 3 |
| | SPA 212 | Intermediate Spanish II ..... 3 |
| 5. | HUM 110 | Technology and Society ..... 3 |
| | HUM 115 | Critical Thinking ..... 3 |
| | HUM 130 | Myth in Human Culture ..... 3 |
| | HUM 160 | Introduction to Film ..... 3 |
| | HUM 161 | Advanced Film Studies ..... 3 |
| | HUM 220 | Human Values and Meaning ..... 3 |
| 6. | MUS 110 | Music Appreciation ..... 3 |
| | MUS 112 | Introduction to Jazz ..... 3 |
| | MUS 113 | American Music ..... 3 |
| | MUS 114 | Non-Western Music ..... 3 |
| 7. | PHI 210 | History of Philosophy ..... 3 |
| | PHI 215 | Philosophical Issues ..... 3 |
| | PHI 220 | Western Philosophy I ..... 3 |
| | PHI 221 | Western Philosophy II ..... 3 |
| | PHI 230 | Introduction to Logic ..... 3 |
| | PHI 240 | Introduction to Ethics ..... 3 |
| 8. | REL 110 | World Religions ..... 3 |
| | REL 111 | Eastern Religions ..... 3 |
| | REL 112 | Western Religions ..... 3 |
| | REL 211 | Intro to Old Testament ..... 3 |
| | REL 212 | Intro to New Testament ..... 3 |
| | REL 221 | Religion in America ..... 3 |

**Speech/Communication ..... 3 SHC**

| | | |
|---|---|---|
| | COM 110 | Intro to Communication ..... 3 |
| | | or |
| | COM 120 | Interpersonal Communication ..... 3 |
| | | or |
| | COM 231 | Public Speaking ..... 3 |

**Social/Behavioral Sciences ..... 12 SHC**

Select **four** courses from at least **three** of the following areas: anthropology, economics, history, political science, psychology, and sociology. One course must be a history course. ECO 251 is required. The following courses are recommended: POL 120, PSY 150 and SOC 210.

| | | |
|---|---|---|
| 1. | ANT 210 | General Anthropology ..... 3 |
| | ANT 220 | Cultural Anthropology ..... 3 |
| 2. | ECO 151 | Survey of Economics ..... 3 |
| | ECO 251 | Prin of Microeconomics ..... 3 |
| 3. | HIS 115 | Intro to Global History ..... 3 |
| | HIS 121 | Western Civilization I ..... 3 |
| | HIS 122 | Western Civilization II ..... 3 |
| | HIS 131 | American History I ..... 3 |
| | HIS 132 | American History II ..... 3 |
| 4. | POL 110 | Intro to Political Science ..... 3 |
| | POL 120 | American Government ..... 3 |
| | POL 210 | Comparative Government ..... 3 |
| | POL 220 | International Relations ..... 3 |
| 5. | PSY 150 | General Psychology ..... 3 |
| | PSY 241 | Developmental Psychology ..... 3 |
| | PSY 281 | Abnormal Psychology ..... 3 |
| 6. | SOC 210 | Introduction to Sociology ..... 3 |
| | SOC 213 | Sociology of the Family ..... 3 |
| | SOC 220 | Social Problems ..... 3 |
| | SOC 230 | Race and Ethnic Relations ..... 3 |
| | SOC 240 | Social Psychology ..... 3 |

**Natural Sciences/Mathematics ..... 14-15 SHC**

*Natural Sciences ..... 8 SHC*

Select two courses, including accompanying laboratory work, from the biological and/or physical science disciplines. Mandatory labs are required for the following: BIO 140, CHM 131 and PHY 110.

| | | |
|---|---|---|
| 1. | BIO 110 | Principles of Biology ..... 4 |
| | BIO 111 | General Biology I ..... 4 |
| | BIO 112 | General Biology II ..... 4 |
| | BIO 140 | Environmental Biology ..... 3 |
| | BIO 140A | Environmental Biology Lab ..... 1 |
| 2. | CHM 131 | Intro to Chemistry ..... 3 |
| | CHM 131A | Intro to Chemistry Lab ..... 1 |
| | CHM 132 | Organic and Biochemistry ..... 4 |
| | CHM 151 | General Chemistry I ..... 4 |
| | CHM 152 | General Chemistry II ..... 4 |

| | | |
|---|---|---|
| 3. GEL 113 | Historical Geology | 4 |
| GEL 120 | Physical Geology | 4 |
| GEL 230 | Environmental Geology | 4 |
| 5. PHY 110 | Conceptual Physics | 3 |
| PHY 110A | Conceptual Physics Lab | 1 |
| PHY 151 | College Physics I | 4 |
| PHY 152 | College Physics II | 4 |

*Math* ..... *6-7 SHC*

The following courses have mandatory labs (listed in the Other Required Hours section of this program): MAT 171, MAT 175, and MAT 263. Students will not receive credit for MAT 171 and MAT 175.

Choose one:

| | | |
|---|---|---|
| MAT 171 | Precalculus Algebra | 3 |
| MAT 175 | Precalculus | 4 |

Choose one:

| | | |
|---|---|---|
| MAT 263 | Brief Calculus | 3 |
| MAT 271 | Calculus I | 4 |

**Total General Education Core ..... 44 SHC**

**OTHER REQUIRED HOURS ..... 20 SHC**

*The following courses are required (18 SHC):*

| | | |
|---|---|---|
| ACC 120 | Prin of Financial Accounting | 4 |
| ACC 121 | Prin of Managerial Accounting | 4 |
| CIS 110 | Intro to Computers | 3 |
| ECO 252 | Prin of Macroeconomics | 3 |
| MAT 155 | Statistical Analysis | 3 |
| MAT 155A | Statistical Analysis Lab | 1 |

Additional hours of approved college transfer courses may be taken from the general education core and/or the electives listed below.

| | | |
|---|---|---|
| ACA 111 | College Student Success (not transferable) | 1 |
| BUS 115 | Business Law I | 3 |
| CIS 115 | Intro to Programming and Logic | 3 |
| CSC 151 | JAVA Programming | 3 |
| FRE 181 | French Lab 1 | 1 |
| FRE 182 | French Lab 2 | 1 |
| FRE 281 | French Lab 3 | 1 |
| FRE 282 | French Lab 4 | 1 |
| GEO 131 | Physical Geography | 4 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HUM 230 | Leadership Development | 3 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| MAT 263A | Brief Calculus Lab | 1 |
| MAT 272 | Calculus II | 4 |
| MAT 273 | Calculus III | 4 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Spanish Lab 1 | 1 |
| SPA 182 | Spanish Lab 2 | 1 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPA 281 | Spanish Lab 3 | 1 |
| SPA 282 | Spanish Lab 4 | 1 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics I | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense-Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 145 | Basketball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| PHI 250 | Philosophy of Science | 3 |

**Total Semester Hours of Other Required Hours ..... 20**

**Total Requirement in Semester Hours ..... 64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution. PED 110 will usually satisfy the health and physical education requirement, if applicable, at the receiving UNC institution. Students should always check with the receiving institution for updated transfer information.

**Recommended Courses:** POL 120, PSY 150 and SOC 210.

# *Business Education and Marketing Education*

**A.A. DEGREE (A1010C)**

It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.

The Business Education and Marketing Education premajor is designed for students who plan to pursue a Bachelor of Arts Degree in Business Education or Marketing Education. Students who successfully complete this program and meet admissions requirements at the receiving institution will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors.

The following UNC institutions offer a baccalaureate degree in Business Education: ASU, ECU, ECSU, FSU, NCA&T, NCSU, UNC-G, and WCU.

The following UNC institutions offer a baccalaureate degree in Marketing Education: ASU, ECU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-C, UNC-G, and WCU.

**Semester Hours Credit**

**GENERAL EDUCATION CORE ..... (44 SHC)**

**English Composition ..... 6 SHC**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |
| | or | |
| ENG 114 | Professional Research and Reporting | 3 |

**Humanities/Fine Arts ..... 9 SHC**

Select **three** courses from at least **two** of the following areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. One course must be a literature course. Reminder: Each foreign language course has a mandatory lab, which is listed in "Other Required Hours."

| | | | |
|---|---|---|---|
| 1. | ART 111 | Art Appreciation | 3 |
| | ART 114 | Art History Survey I | 3 |
| | ART 115 | Art History Survey II | 3 |
| | ART 116 | Survey of American Art | 3 |
| | ART 117 | Non-Western Art History | 3 |
| 2. | DRA 111 | Theatre Appreciation | 3 |
| | DRA 122 | Oral Interpretation | 3 |
| | DRA 126 | Storytelling | 3 |
| | DRA 211 | Theatre History I | 3 |
| | DRA 212 | Theatre History II | 3 |
| 3. | ENG 131 | Introduction to Literature | 3 |
| | ENG 231 | American Literature I | 3 |
| | ENG 232 | American Literature II | 3 |
| | ENG 233 | Major American Writers | 3 |
| | ENG 241 | British Literature I | 3 |
| | ENG 242 | British Literature II | 3 |
| | ENG 251 | Western World Literature I | 3 |
| | ENG 252 | Western World Literature II | 3 |
| | ENG 261 | World Literature I | 3 |
| | ENG 262 | World Literature II | 3 |
| 4. | FRE 111 | Elementary French I | 3 |
| | FRE 112 | Elementary French II | 3 |
| | FRE 211 | Intermediate French I | 3 |
| | FRE 212 | Intermediate French II | 3 |
| | GER 111 | Elementary German I | 3 |
| | GER 112 | Elementary German II | 3 |
| | GER 211 | Intermediate German I | 3 |
| | GER 212 | Intermediate German II | 3 |
| | SPA 111 | Elementary Spanish I | 3 |
| | SPA 112 | Elementary Spanish II | 3 |
| | SPA 211 | Intermediate Spanish I | 3 |
| | SPA 212 | Intermediate Spanish II | 3 |
| 5. | HUM 110 | Technology and Society | 3 |
| | HUM 115 | Critical Thinking | 3 |
| | HUM 130 | Myth in Human Culture | 3 |
| | HUM 160 | Introduction to Film | 3 |
| | HUM 161 | Advanced Film Studies | 3 |
| | HUM 220 | Human Values and Meaning | 3 |
| 6. | MUS 110 | Music Appreciation | 3 |
| | MUS 112 | Introduction to Jazz | 3 |
| | MUS 113 | American Music | 3 |
| | MUS 114 | Non-Western Music | 3 |

7. PHI 210 History of Philosophy ..... 3
   PHI 215 Philosophical Issues ..... 3
   PHI 220 Western Philosophy I ..... 3
   PHI 221 Western Philosophy II ..... 3
   PHI 230 Introduction to Logic ..... 3
   PHI 240 Introduction to Ethics ..... 3

8. REL 110 World Religions ..... 3
   REL 111 Eastern Religions ..... 3
   REL 112 Western Religions ..... 3
   REL 211 Intro to Old Testament ..... 3
   REL 212 Intro to New Testament ..... 3
   REL 221 Religion in America ..... 3

**Speech/Communication ..... 3 SHC**

COM 110 Intro to Communication ..... 3
or
COM 120 Interpersonal Communication ..... 3
or
COM 231 Public Speaking ..... 3

**Social/Behavioral Sciences ..... 12 SHC**

Select **four** courses from at least **three** of the following areas: anthropology, economics, history, political science, psychology, and sociology. One course must be a history course. ECO 251 is required. The following courses are recommended: PSY 150 and SOC 210.

1. ANT 210 General Anthropology ..... 3
   ANT 220 Cultural Anthropology ..... 3

2. ECO 151 Survey of Economics ..... 3
   ECO 251 Prin of Microeconomics ..... 3

3. HIS 115 Intro to Global History ..... 3
   HIS 121 Western Civilization I ..... 3
   HIS 122 Western Civilization II ..... 3
   HIS 131 American History I ..... 3
   HIS 132 American History II ..... 3

4. POL 110 Intro to Political Science ..... 3
   POL 120 American Government ..... 3
   POL 210 Comparative Government ..... 3
   POL 220 International Relations ..... 3

5. PSY 150 General Psychology ..... 3
   PSY 241 Developmental Psychology ..... 3
   PSY 281 Abnormal Psychology ..... 3

6. SOC 210 Introduction to Sociology ..... 3
   SOC 213 Sociology of the Family ..... 3
   SOC 220 Social Problems ..... 3
   SOC 230 Race and Ethnic Relations ..... 3
   SOC 240 Social Psychology ..... 3

**Natural Sciences/Mathematics ..... 14-15 SHC**

*Natural Sciences ..... 8 SHC*

Select two courses, including accompanying laboratory work, from the biological and/or physical science disciplines. Mandatory labs are required for the following: BIO 140, CHM 131 and PHY 110.

1. BIO 110 Principles of Biology ..... 4
   BIO 111 General Biology I ..... 4
   BIO 112 General Biology II ..... 4
   BIO 140 Environmental Biology ..... 3
   BIO 140A Environmental Biology Lab ..... 1

2. CHM 131 Intro to Chemistry ..... 3
   CHM 131A Intro to Chemistry Lab ..... 1
   CHM 132 Organic and Biochemistry ..... 4
   CHM 151 General Chemistry I ..... 4
   CHM 152 General Chemistry II ..... 4

3. GEL 113 Historical Geology ..... 4
   GEL 120 Physical Geology ..... 4
   GEL 230 Environmental Geology ..... 4

4. PHY 110 Conceptual Physics ..... 3
   PHY 110A Conceptual Physics Lab ..... 1
   PHY 151 College Physics I ..... 4
   PHY 152 College Physics II ..... 4

*Math ..... 6-7 SHC*

The following course is required:

CIS 110 Introduction to Computers ..... 3

One of the courses below is required. Each course requires a lab (listed in the Other Required Hours section of this program). Reminder: MAT 161 is being phased out.

MAT 161 College Algebra ..... 3
MAT 171 Precalculus Algebra ..... 3
MAT 175 Precalculus ..... 4

**Total General Education Core ..... 44 SHC**

**OTHER REQUIRED HOURS (19-21 SHC)**

*The following courses are required (18 SHC):*

ACC 120 Principles of Financial Accounting ..... 4
ACC 121 Principles of Managerial Accounting ..... 4
CIS 115 Intro to Programming and Logic ..... 3
ECO 252 Prin of Macroeconomics ..... 3
MAT 263 Brief Calculus ..... 3
MAT 263A Brief Calculus Lab ..... 1

Additional hours of approved college transfer courses (1-3 SHC) may be taken from the general education core and/or the electives listed below.

*Reminders:*
a. Students who plan to take additional math courses may not take any of these combinations: MAT 161/171 OR MAT 161 or 171 *and* MAT 175.

b. PED 110 will usually satisfy the health and physical education requirement, if applicable, at the receiving UNC institution. Students should always check with the receiving institution for updated transfer information.

| | | |
|---|---|---|
| ACA 111 | College Student Success (not transferable) | 1 |
| BUS 115 | Business Law I | 3 |
| CSC 151 | JAVA Programming | 3 |
| EDU 216 | Foundations in Education | 4 |
| FRE 181 | Elementary French Lab1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GEO 131 | Physical Geography I | 4 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HUM 230 | Leadership Development | 3 |
| MAT 161A | College Algebra | 1 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| MAT 271 | Calculus I | 4 |
| MAT 272 | Calculus II | 4 |
| MAT 273 | Calculus III | 4 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics I | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense-Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 145 | Basketball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| PHI 250 | Philosophy of Science | 3 |
| PSY 263 | Educational Psychology | 3 |
| SOC 232 | Social Context of Aging | 3 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |

**Total Semester Hours of Other Required Hours..... 19-21**

**Total Requirement in Semester Hours..... 64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**Recommended Courses:** PSY 150 and SOC 210.

# *Communication*

***(formerly Speech/Communication)***

**A.A. DEGREE (A1010O)**

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The Communication premajor is designed for students who plan to pursue a Bachelor of Arts Degree in Communication. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Communication: ASU, ECU, NCSU, UNC-C, UNC-G, and UNC-W.

**Semester Hours Credit**

**GENERAL EDUCATION CORE .....(44 SHC)**

| | | |
|---|---|---|
| **English Composition** | | **6 SHC** |
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |
| | or | |
| ENG 114 | Professional Research and Reporting | 3 |

**Humanities/Fine Arts.....12 SHC**
**Four** courses from at least **three** discipline areas are required.

*One course must be a literature course.*

| | | |
|---|---|---|
| | ENG 131 | Introduction to Literature .....3 |
| | ENG 231 | American Literature I .....3 |
| | ENG 232 | American Literature II .....3 |
| | ENG 233 | Major American Writers .....3 |
| | ENG 241 | British Literature I .....3 |
| | ENG 242 | British Literature II .....3 |
| | ENG 251 | Western World Literature I .....3 |
| | ENG 252 | Western World Literature II .....3 |
| | ENG 261 | World Literature I .....3 |
| | ENG 262 | World Literature II .....3 |

*The following course is required to substitute for 3 SHC in Humanities/Fine Arts:*

| | | |
|---|---|---|
| | COM 110 | Intro to Communication .....3 |

Two additional courses from the following discipline areas are required: art, drama, foreign languages, interdisciplinary humanities, music, philosophy, and religion. DRA 122 and HUM 160 are recommended.

| | | |
|---|---|---|
| 1. | ART 111 | Art Appreciation .....3 |
| | ART 114 | Art History Survey I .....3 |
| | ART 115 | Art History Survey II .....3 |
| | ART 116 | Survey of American Art .....3 |
| | ART 117 | Non-Western Art History .....3 |
| 2. | DRA 111 | Theatre Appreciation .....3 |
| | DRA 122 | Oral Interpretation .....3 |
| | DRA 126 | Storytelling .....3 |
| | DRA 211 | Theatre History I .....3 |
| | DRA 212 | Theatre History II .....3 |
| 3. | FRE 111 | Elementary French I .....3 |
| | FRE 112 | Elementary French II .....3 |
| | FRE 211 | Intermediate French I .....3 |
| | FRE 212 | Intermediate French II .....3 |
| | GER 111 | Elementary German I .....3 |
| | GER 112 | Elementary German II .....3 |
| | GER 211 | Intermediate German I .....3 |
| | GER 212 | Intermediate German II .....3 |
| | SPA 111 | Elementary Spanish I .....3 |
| | SPA 112 | Elementary Spanish II .....3 |
| | SPA 211 | Intermediate Spanish I .....3 |
| | SPA 212 | Intermediate Spanish II .....3 |
| 4. | HUM 110 | Technology and Society .....3 |
| | HUM 115 | Critical Thinking .....3 |
| | HUM 130 | Myth in Human Culture .....3 |
| | HUM 160 | Introduction to Film .....3 |
| | HUM 161 | Advanced Film Studies .....3 |
| | HUM 220 | Human Values and Meaning .....3 |
| 5. | MUS 110 | Music Appreciation .....3 |
| | MUS 112 | Introduction to Jazz .....3 |
| | MUS 113 | American Music .....3 |
| | MUS 114 | Non-Western Music .....3 |
| 6. | PHI 210 | History of Philosophy .....3 |
| | PHI 215 | Philosophical Issues .....3 |
| | PHI 220 | Western Philosophy I .....3 |
| | PHI 221 | Western Philosophy II .....3 |
| | PHI 230 | Introduction to Logic .....3 |
| | PHI 240 | Introduction to Ethics .....3 |
| 7. | REL 110 | World Religions .....3 |
| | REL 111 | Eastern Religions .....3 |
| | REL 112 | Western Religions .....3 |
| | REL 211 | Intro to Old Testament .....3 |
| | REL 212 | Intro to New Testament .....3 |
| | REL 221 | Religion in America .....3 |

**Social/Behavioral Sciences .....12 SHC**
Select **four** courses from at least **three** of the following areas: anthropology, economics, history, political science, psychology, and sociology. One course must be a history course. SOC 210 is recommended. PSY 150 is required.

| | | |
|---|---|---|
| 1. | ANT 210 | General Anthropology .....3 |
| | ANT 220 | Cultural Anthropology .....3 |
| 2. | ECO 151 | Survey of Economics .....3 |
| | ECO 251 | Prin of Microeconomics .....3 |
| | ECO 252 | Prin of Macroeconomics .....3 |
| 3. | HIS 115 | Intro to Global History .....3 |
| | HIS 121 | Western Civilization I .....3 |
| | HIS 122 | Western Civilization II .....3 |
| | HIS 131 | American History I .....3 |
| | HIS 132 | American History II .....3 |
| 4. | POL 110 | Intro to Political Science .....3 |
| | POL 120 | American Government .....3 |
| | POL 210 | Comparative Government .....3 |
| | POL 220 | International Relations .....3 |
| 5. | PSY 150 | General Psychology .....3 |
| | PSY 241 | Developmental Psychology .....3 |
| | PSY 281 | Abnormal Psychology .....3 |
| 6. | SOC 210 | Introduction to Sociology .....3 |
| | SOC 213 | Sociology of the Family .....3 |
| | SOC 220 | Social Problems .....3 |
| | SOC 230 | Race and Ethnic Relations .....3 |
| | SOC 240 | Social Psychology .....3 |

**Natural Sciences/Mathematics.....14 SHC**
*Natural Sciences ..... 8 SHC*
Select two courses, including accompanying laboratory work, from the biological and/or physical science disciplines.
BIO 140, CHM 131, and PHY 110 have mandatory labs.

| | | |
|---|---|---|
| 1. | BIO 110 | Principles of Biology.....4 |
| | BIO 111 | General Biology I.....4 |
| | BIO 112 | General Biology II.....4 |
| | BIO 140 | Environmental Biology .....3 |
| | BIO 140A | Environmental Biology .....1 |
| 2. | CHM 131 | Intro to Chemistry.....3 |
| | CHM 131A | Intro to Chemistry Lab .....1 |
| | CHM 132 | Organic and Biochemistry.....4 |
| | CHM 151 | General Chemistry I .....4 |
| | CHM 152 | General Chemistry II .....4 |
| 4. | GEL 113 | Historical Geology.....4 |
| | GEL 120 | Physical Geology.....4 |
| | GEL 230 | Environmental Geology.....4 |
| 5. | PHY 110 | Conceptual Physics.....3 |
| | PHY 110A | Conceptual Physics Lab .....1 |
| | PHY 151 | College Physics I.....4 |
| | PHY 152 | College Physics II.....4 |

*Math ..... 6 SHC*
Two courses are required. Select at least one course in introductory mathematics. Reminder: MAT 140, 161 (being phased out), 171, and 175 have mandatory labs; these labs are electives and are listed in the Other Required Hours section of this program. CIS 110 is the second math requirement.

*Introductory Math Courses*

| | | |
|---|---|---|
| 1. | MAT 140 | Survey of Mathematics.....3 |
| | MAT 161 | College Algebra .....3 |
| | MAT 171 | Precalculus Algebra.....3 |
| | MAT 175 | Precalculus.....4 |

*Non-Introductory Math Course*

| | | |
|---|---|---|
| 2. | CIS 110 | Introduction to Computers.....3 |

**Total General Education Core .....44 SHC**

**OTHER REQUIRED HOURS (20-21 SHC)**
COM 111 is recommended. COM 120 and COM 231 are required (9 SHC):

| | |
|---|---|
| COM 111 | Voice and Diction I.....3 |
| COM 120 | Interpersonal Communication .....3 |
| COM 231 | Public Speaking.....3 |

Eleven (11) hours may be selected from the remaining general education core and/or the electives below. The following courses are recommended: a foreign language sequence and MAT 155/155A. Students who plan to take additional math courses may not take the following combinations: MAT 161/171 or MAT 161 or 171/MAT 175 or MAT 172/175.

| | |
|---|---|
| ACA 111 | College Student Success (not transferable) 1 |
| ART 121 | Design I .....3 |
| ART 122 | Design II.....3 |
| ART 131 | Drawing I .....3 |
| ART 132 | Drawing II .....3 |
| ART 171 | Computer Art I.....3 |
| ART 240 | Painting I .....3 |
| ART 241 | Painting II.....3 |
| ART 261 | Photography I .....3 |
| ART 262 | Photography II.....3 |
| ART 264 | Digital Photography I .....3 |
| ART 265 | Digital Photography II.....3 |
| ART 266 | Videography I .....3 |
| ART 267 | Videography II.....3 |
| ART 283 | Ceramics I.....3 |
| ART 284 | Ceramics II .....3 |
| BUS 115 | Business Law I .....3 |
| CJC 111 | Intro to Criminal Justice .....3 |
| COM 140 | Intercultural Communication.....3 |
| COM 232 | Election Rhetoric .....3 |
| COM 233 | Persuasive Speaking .....3 |
| COM 250 | Public Communication .....3 |
| DRA 130 | Acting I.....3 |
| DRA 131 | Acting II.....3 |
| DRA 140 | Stagecraft I.....3 |
| DRA 141 | Stagecraft II .....3 |
| DRA 170 | Play Production I .....3 |
| DRA 171 | Play Production II.....3 |
| EDU 216 | Foundations in Education .....4 |
| ENG 125 | Creative Writing I.....3 |
| ENG 126 | Creative Writing II.....3 |
| ENG 132 | Introduction to Drama .....3 |
| ENG 272 | Southern Literature.....3 |
| ENG 273 | African-American Literature .....3 |
| ENG 274 | Literature by Women .....3 |
| FRE 181 | Elementary French Lab 1 .....1 |
| FRE 182 | Elementary French Lab 2 .....1 |
| HIS 116 | Current World Problems..... 3 |
| HIS 221 | African-American History.....3 |
| HIS 228 | History of the South.....3 |
| HIS 229 | History of the Old South.....3 |
| HUM 230 | Leadership Development 3 |
| JOU 110 | Intro to Journalism.....3 |
| MAT 140A | Survey of Mathematics Lab.....1 |
| MAT 155 | Statistical Analysis.....3 |
| MAT 155A | Statistical Analysis Lab.....1 |
| MAT 161A | College Algebra Lab.....1 |
| MAT 171A | Precalculus Algebra Lab.....1 |
| MAT 172 | Precalculus Trigonometry.....3 |
| MAT 172A | Precalculus Trig Lab.....1 |
| MAT 175A | Precalculus Lab .....1 |

| | | |
|---|---|---|
| MAT 263 | Brief Calculus | 3 |
| MAT 263A | Brief Calculus Lab | 1 |
| MAT 271 | Calculus I | 4 |
| MAT 272 | Calculus II | 4 |
| MAT 273 | Calculus III | 4 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics I | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense--Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 145 | Basketball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| PHI 250 | Philosophy of Science | 3 |
| PSY 259 | Human Sexuality | 3 |
| PSY 263 | Educational Psychology | 3 |
| SOC 232 | Social Context of Aging | 3 |
| SOC 234 | Sociology of Gender | 3 |
| SOC 242 | Sociology of Deviance | 3 |

**Total Semester Hours of Other Required Hours..... 20-21**

**Total Requirement in Semester Hours..... 64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Recommended Courses: a foreign language sequence, COM 111, DRA 122, HUM 160, and SOC 210.

# *Criminal Justice*

**A.A. DEGREE (A1010D)**

***(For students transferring to a four-year institution)***

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The Criminal Justice premajor is designed for students who plan to pursue a Bachelor of Arts Degree in Criminal Justice. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Criminal Justice: ASU, ECU, ECSU, FSU, NCCU, NCSU, UNC-C, UNC-P, UNC-W, and WCU.

**Semester Hours Credit**

**GENERAL EDUCATION CORE ..... (44 SHC)**

**English Composition ..... 6 SHC**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |
| | or | |
| ENG 114 | Professional Research and Reporting | 3 |

**Humanities/Fine Arts ..... 9 SHC**

Select **three** courses from at least **two** of the following areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. One course must be a literature course. One foreign language is recommended. Each foreign language course has a mandatory lab, which is listed in the "Other Required Hours" section.

| | | | |
|---|---|---|---|
| 1. | ART 111 | Art Appreciation | 3 |
| | ART 114 | Art History Survey I | 3 |
| | ART 115 | Art History Survey II | 3 |
| | ART 116 | Survey of American Art | 3 |
| | ART 117 | Non-Western Art History | 3 |

| | | | |
|---|---|---|---|
| 2. | DRA 111 | Theatre Appreciation | 3 |
| | DRA 122 | Oral Interpretation | 3 |
| | DRA 126 | Storytelling | 3 |
| | DRA 211 | Theatre History I | 3 |
| | DRA 212 | Theatre History II | 3 |
| 3. | ENG 131 | Introduction to Literature | 3 |
| | ENG 231 | American Literature I | 3 |
| | ENG 232 | American Literature II | 3 |
| | ENG 233 | Major American Writers | 3 |
| | ENG 241 | British Literature I | 3 |
| | ENG 242 | British Literature II | 3 |
| | ENG 251 | Western World Literature I | 3 |
| | ENG 252 | Western World Literature II | 3 |
| | ENG 261 | World Literature I | 3 |
| | ENG 262 | World Literature II | 3 |
| 4. | FRE 111 | Elementary French I | 3 |
| | FRE 112 | Elementary French II | 3 |
| | FRE 211 | Intermediate French I | 3 |
| | FRE 212 | Intermediate French II | 3 |
| | GER 111 | Elementary German I | 3 |
| | GER 112 | Elementary German II | 3 |
| | GER 211 | Intermediate German I | 3 |
| | GER 212 | Intermediate German II | 3 |
| | SPA 111 | Elementary Spanish I | 3 |
| | SPA 112 | Elementary Spanish II | 3 |
| | SPA 211 | Intermediate Spanish I | 3 |
| | SPA 212 | Intermediate Spanish II | 3 |
| 5. | HUM 110 | Technology and Society | 3 |
| | HUM 115 | Critical Thinking | 3 |
| | HUM 130 | Myth in Human Culture | 3 |
| | HUM 160 | Introduction to Film | 3 |
| | HUM 161 | Advanced Film Studies | 3 |
| | HUM 220 | Human Values and Meaning | 3 |
| 6. | MUS 110 | Music Appreciation | 3 |
| | MUS 112 | Introduction to Jazz | 3 |
| | MUS 113 | American Music | 3 |
| | MUS 114 | Non-Western Music | 3 |
| 7. | PHI 210 | History of Philosophy | 3 |
| | PHI 215 | Philosophical Issues | 3 |
| | PHI 220 | Western Philosophy I | 3 |
| | PHI 221 | Western Philosophy II | 3 |
| | PHI 230 | Introduction to Logic | 3 |
| | PHI 240 | Introduction to Ethics | 3 |
| 8. | REL 110 | World Religions | 3 |
| | REL 111 | Eastern Religions | 3 |
| | REL 112 | Western Religions | 3 |
| | REL 211 | Intro to Old Testament | 3 |
| | REL 212 | Intro to New Testament | 3 |
| | REL 221 | Religion in America | 3 |

**Speech/Communication** ..... **3 SHC**
COM 231 is recommended.

| | | |
|---|---|---|
| COM 110 | Intro to Communication | 3 |
| | or | |
| COM 120 | Interpersonal Communication | 3 |
| | or | |
| COM 231 | Public Speaking | 3 |

**Social/Behavioral Sciences** ..... **12 SHC**
**Four** courses are required.

*Select one of the following history courses*:

| | | |
|---|---|---|
| HIS 115 | Intro to Global History | 3 |
| HIS 121 | Western Civilization I | 3 |
| HIS 122 | Western Civilization II | 3 |
| HIS 131 | American History I | 3 |
| HIS 132 | American History II | 3 |

*The following courses are required*:

| | | |
|---|---|---|
| POL 120 | American Government | 3 |
| PSY 150 | General Psychology | 3 |
| SOC 210 | Introduction to Sociology | 3 |

**Natural Sciences/Mathematics** ..... **14 SHC**
*Natural Sciences* ..... *8 SHC*
Select two courses, including accompanying laboratory work, from the biological and/or physical science disciplines. Reminder: BIO 140, CHM 131 and PHY 110 have mandatory labs.

| | | | |
|---|---|---|---|
| 1. | BIO 110 | Principles of Biology | 4 |
| | BIO 111 | General Biology I | 4 |
| | BIO 112 | General Biology II | 4 |
| | BIO 140 | Environmental Biology | 3 |
| | BIO 140A | Environmental Biology Lab | 1 |
| 2. | CHM 131 | Intro to Chemistry | 3 |
| | CHM 131A | Intro to Chemistry Lab | 1 |
| | CHM 132 | Organic and Biochemistry | 4 |
| | CHM 151 | General Chemistry I | 4 |
| | CHM 152 | General Chemistry II | 4 |
| 4. | GEL 113 | Historical Geology | 4 |
| | GEL 120 | Physical Geology | 4 |
| | GEL 230 | Environmental Geology | 4 |
| 5. | PHY 110 | Conceptual Physics | 3 |
| | PHY 110A | Conceptual Physics Lab | 1 |
| | PHY 151 | College Physics I | 4 |
| | PHY 152 | College Physics II | 4 |

*Math* ..... *6 SHC*
**Two** courses are required. Select one or two courses from List I below or select the second course from List II below. Reminder: Students may not take any of these combinations: MAT 161/171 OR MAT 161 or 171 and MAT 175 OR MAT 172/175.

The following courses have mandatory labs: MAT 140, 155, 161 (being phased out), 171, 172, 175, and 263. These labs are electives and are listed in the Other Required Hours section of this program.

**List I**

| | | |
|---|---|---|
| MAT 140 | Survey of Mathematics | 3 |
| MAT 161 | College Algebra | 3 |
| MAT 171 | Precalculus Algebra | 3 |
| MAT 172 | Precalculus Trigonometry | 3 |
| MAT 175 | Precalculus | 4 |
| MAT 263 | Brief Calculus | 3 |
| MAT 271 | Calculus I | 4 |
| MAT 272 | Calculus II | 4 |
| MAT 273 | Calculus III | 4 |

**List II**

| | | |
|---|---|---|
| CIS 110 | Introduction to Computers | 3 |
| MAT 155 | Statistical Analysis | 3 |

**Total General Education Core ..... 44 SHC**

**OTHER REQUIRED HOURS (20 - 21 SHC)**

*The following courses are required (9 SHC):*

| | | |
|---|---|---|
| CJC 111 | Intro to Criminal Justice | 3 |
| CJC 121 | Law Enforcement Operations | 3 |
| CJC 141 | Corrections | 3 |

Eleven (11) additional hours may be selected from the remaining general education core and/or the electives below. PED 110 is recommended.

| | | |
|---|---|---|
| ACA 111 | College Student Success (not transferable) | 1 |
| ACC 120 | Prin of Financial Accounting | 4 |
| ACC 121 | Prin of Managerial Accounting | 4 |
| ANT 210 | General Anthropology | 3 |
| ANT 220 | Cultural Anthropology | 3 |
| ART 121 | Design I | 3 |
| ART 122 | Design II | 3 |
| ART 131 | Drawing I | 3 |
| ART 132 | Drawing II | 3 |
| ART 171 | Computer Art I | 3 |
| ART 240 | Painting I | 3 |
| ART 241 | Painting II | 3 |
| ART 261 | Photography I | 3 |
| ART 262 | Photography II | 3 |
| ART 264 | Digital Photography I | 3 |
| ART 265 | Digital Photography II | 3 |
| ART 266 | Videography I | 3 |
| ART 267 | Videography II | 3 |
| ART 271 | Computer Art II | 3 |
| ART 283 | Ceramics I | 3 |
| ART 284 | Ceramics II | 3 |
| BUS 115 | Business Law I | 3 |
| CIS 115 | Intro to Programming and Logic | 3 |
| CSC 151 | JAVA Programming | 3 |
| DRA 170 | Play Production I | 3 |
| DRA 171 | Play Production II | 3 |
| ECO 151 | Survey of Economics | 3 |
| ECO 251 | Prin of Microeconomics | 3 |
| ECO 252 | Prin of Macroeconomics | 3 |
| EDU 216 | Foundation in Education | 4 |
| ENG 125 | Creative Writing I | 3 |
| ENG 126 | Creative Writing II | 3 |
| ENG 132 | Introduction to Drama | 3 |
| ENG 133 | Introduction to Novel | 3 |
| ENG 272 | Southern Literature | 3 |
| ENG 273 | African-American Literature | 3 |
| ENG 274 | Literature by Women | 3 |
| FRE 181 | Elementary French Lab1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GEO 131 | Physical Geography I | 4 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HIS 116 | Current World Problems | 3 |
| HIS 221 | African-American History | 3 |
| HIS 228 | History of the South | 3 |
| HIS 229 | History of the Old South | 3 |
| HUM 230 | Leadership Development | 3 |
| MAT 140A | Survey of Mathematics Lab | 1 |
| MAT 155A | Statistical Analysis Lab | 1 |
| MAT 161A | College Algebra Lab | 1 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 172A | Precalculus Trig Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| MAT 263A | Brief Calculus Lab | 1 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics I | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense-Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 145 | Basketball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| PHI 250 | Philosophy of Science | 3 |
| POL 110 | Intro to Political Science | 3 |
| POL 210 | Comparative Government | 3 |
| POL 220 | International Relations | 3 |
| PSY 241 | Developmental Psych | 3 |
| PSY 259 | Human Sexuality | 3 |
| PSY 281 | Abnormal Psychology | 3 |
| PSY 263 | Educational Psychology | 3 |
| SOC 213 | Sociology of the Family | 3 |
| SOC 220 | Social Problems | 3 |
| SOC 230 | Race and Ethnic Relations | 3 |
| SOC 232 | Social Context of Aging | 3 |
| SOC 234 | Sociology of Gender | 3 |
| SOC 240 | Social Psychology | 3 |
| SOC 242 | Sociology of Deviance | 3 |
| SPA 141 | Culture and Civilization | 3 |

| | | |
|---|---|---|
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |

**Total Semester Hours of Other Required Hours..... 20-21**

**Total Requirement in Semester Hours..... 64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**Recommended Course:** One foreign language; COM 231; MAT 161, 171, or 175; PED 110.

# *Elementary Education*

**A.A. DEGREE (A1010R)**

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The Elementary Education premajor is designed for students who plan to pursue a Bachelor of Arts Degree in Elementary Education. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Elementary Education: ASU, ECU, ECSU, FSU, NCA&T, NCCU, UNC-A, UNC-C, UNC-CH, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

**Semester Hours Credit**

**GENERAL EDUCATION CORE ..... (44 SHC)**

**English Composition ..... 6 SHC**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |

**Humanities/Fine Arts ..... 12 SHC**

*Select one literature course from the following:*

| | | |
|---|---|---|
| ENG 131 | Introduction to Literature | 3 |
| ENG 231 | American Literature I | 3 |
| ENG 232 | American Literature II | 3 |
| ENG 233 | Major American Writers | 3 |

*The following course is required to substitute for 3 SHC of Humanities/Fine Arts:*

| | | |
|---|---|---|
| COM 231 | Public Speaking | 3 |

*One of the following courses is required:*

| | | |
|---|---|---|
| ART 111 | Art Appreciation | 3 |
| ART 114 | Art History Survey I | 3 |
| ART 115 | Art History Survey II | 3 |
| MUS 110 | Music Appreciation | 3 |

*Select one additional course from the following discipline areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. A foreign language is recommended, and each course has a mandatory lab, which is listed in "Other Required Hours."*

1. ART 116 Survey of American Art....3
   ART 117 Non-Western Art History....3

2. DRA 111 Theatre Appreciation....3
   DRA 122 Oral Interpretation....3
   DRA 126 Storytelling....3
   DRA 211 Theatre History I....3
   DRA 212 Theatre History II....3

3. ENG 241 British Literature I....3
   ENG 242 British Literature II....3
   ENG 251 Western World Literature I....3
   ENG 252 Western World Literature II....3
   ENG 261 World Literature I....3
   ENG 262 World Literature II....3

4. FRE 111 Elementary French I....3
   FRE 112 Elementary French II....3
   FRE 211 Intermediate French I....3
   FRE 212 Intermediate French II....3
   GER 111 Elementary German I....3
   GER 112 Elementary German II....3
   GER 211 Intermediate German I....3
   GER 212 Intermediate German II....3
   SPA 111 Elementary Spanish I....3
   SPA 112 Elementary Spanish II....3
   SPA 211 Intermediate Spanish I....3
   SPA 212 Intermediate Spanish II....3

5. HUM 110 Technology and Society....3
   HUM 115 Critical Thinking....3
   HUM 130 Myth in Human Culture....3
   HUM 160 Introduction to Film....3
   HUM 161 Advanced Film Studies....3
   HUM 220 Human Values and Meaning....3

6. MUS 112 Introduction to Jazz....3
   MUS 113 American Music....3
   MUS 114 Non-Western Music....3

7. PHI 210 History of Philosophy....3
   PHI 215 Philosophical Issues....3
   PHI 220 Western Philosophy I....3
   PHI 221 Western Philosophy II....3
   PHI 230 Introduction to Logic....3
   PHI 240 Introduction to Ethics....3

8. REL 110 World Religions....3
   REL 111 Eastern Religions....3
   REL 112 Western Religions....3
   REL 211 Intro to Old Testament....3
   REL 212 Intro to New Testament....3
   REL 221 Religion in America....3

**Social/Behavioral Sciences....12 SHC**
Select **four** courses from at least **three** of the following areas: anthropology, economics, history, political science, psychology, and sociology. HIS 115, 121, or 122 is required. PSY 150 and SOC 210 are required. PSY 241 is recommended.

1. ANT 210 General Anthropology....3
   ANT 220 Cultural Anthropology....3

2. ECO 151 Survey of Economics....3
   ECO 251 Prin of Microeconomics....3
   ECO 252 Prin of Macroeconomics....3

3. HIS 115 Intro to Global History....3
   HIS 121 Western Civilization I....3
   HIS 122 Western Civilization II....3
   HIS 131 American History I....3
   HIS 132 American History II....3

4. POL 110 Intro to Political Sciences....3
   POL 120 American Government....3
   POL 210 Comparative Government....3
   POL 220 International Relations....3

5. PSY 150 General Psychology....3
   PSY 241 Developmental Psych....3
   PSY 281 Abnormal Psychology....3

6. SOC 210 Introduction to Sociology....3
   SOC 213 Sociology of the Family....3
   SOC 220 Social Problems....3
   SOC 230 Race and Ethnic Relations....3
   SOC 240 Social Psychology....3

**Natural Sciences/Mathematics....14 SHC**
*Natural Sciences....8 SHC*
***One of the following courses is required (4 SHC):***
BIO 110 Principles of Biology....4
or
BIO 111 General Biology I....4

***Select one of the following (4 SHC):***
CHM 131 Intro to Chemistry....3
and
CHM 131A Intro to Chemistry Lab....1
**or**
CHM 151 General Chemistry I....4
**or**
PHY 110 Conceptual Physics....3
and
PHY 110A Conceptual Physics Lab....1
**or**
PHY 151 College Physics I....4

*Math* ..... *6 SHC*
MAT 141 and 142 are required and have mandatory labs; these labs are electives and are listed in the Other Required Hours section of this program.

| | | |
|---|---|---|
| MAT 141 | Mathematical Concepts I | 3 |
| MAT 142 | Mathematical Concepts II | 3 |

**Total General Education Core ..... 44 SHC**

**OTHER REQUIRED HOURS (20-21 SHC)**
The transfer of the 65th hour is not guaranteed.

At certain UNC institutions, EDU 216 (taught at CFCC) and EDU 221 (not taught at CFCC) may fulfill major requirements. At a majority of the institutions, these courses will transfer only as free electives. Students should check with the university for the local transfer policy regarding these education courses.

It is recommended that with the 20 semester hours of "Other Required Hours," Elementary Education premajors select courses that will help them meet a corollary studies area. These courses should be selected in conjunction with the requirements at each university, since available corollary studies may not be offered on each university campus. Corollary Studies are comprised of a minimum of 18 hours of community college or UNC campuses' coursework in a choice of four interdisciplinary areas: (1) diversity studies; (2) global issues; (3) the arts; or (4) math, science, and technology. Satisfying the UNC Board of Governors' requirement for an academic concentration, corollary studies are appropriate for expanding and deepening the pre-service elementary teacher's knowledge, appreciation, and skills in the areas appropriate to the elementary school classroom and curriculum. The following recommended courses in these studies may be taken as general education or as "Other Required Hours."

**Recommended Courses for Corollary Studies Areas**

**I. Diversity Studies**
A minimum 18-hour multidisciplinary area of corollary studies that increases the pre-ervice teacher's knowledge of, respect for, and skills in working with students, families, and communities of diverse abilities, languages, races, and cultural backgrounds. Select courses from a minimum of **two** and a maximum of **three** different fields or prefixes as listed below:

**Anthropology**

| | | |
|---|---|---|
| ANT 210 | General Anthropology | 3 |
| ANT 220 | Cultural Anthropology | 3 |

**Art**

| | | |
|---|---|---|
| ART 117 | Non-Western Art History | 3 |

**Communication**

| | | |
|---|---|---|
| COM 120 | Interpersonal Communication | 3 |
| COM 140 | Intercultural Communication | 3 |

**Drama**

| | | |
|---|---|---|
| DRA 126 | Storytelling | 3 |

**English**

| | | |
|---|---|---|
| ENG 261 | World Literature I | 3 |
| ENG 262 | World Literature II | 3 |
| ENG 273 | African-American Literature | 3 |

**History**

| | | |
|---|---|---|
| HIS 221 | African-American History | 3 |
| HIS 228 | History of the South | 3 |

**Humanities**

| | | |
|---|---|---|
| HUM 220 | Human Values & Meaning | 3 |

**Languages**

| | | |
|---|---|---|
| FRE 211 | Intermediate French I | 3 |
| FRE 212 | Intermediate French II | 3 |
| GER 211 | Intermediate German I | 3 |
| GER 212 | Intermediate German II | 3 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 211 | Intermediate Spanish I | 3 |
| SPA 212 | Intermediate Spanish II | 3 |

**Music**

| | | |
|---|---|---|
| MUS 114 | Non-Western Music | 3 |

**Psychology**

| | | |
|---|---|---|
| PSY 241 | Developmental Psychology | 3 |
| PSY 259 | Human Sexuality | 3 |
| PSY 281 | Abnormal Psychology | 3 |

**Religion**

| | | |
|---|---|---|
| REL 110 | World Religions | 3 |
| REL 111 | Eastern Religions | 3 |
| REL 221 | Religion in America | 3 |

**Sociology**

| | | |
|---|---|---|
| SOC 213 | Sociology of the Family | 3 |
| SOC 220 | Social Problems | 3 |
| SOC 230 | Race and Ethnic Relations | 3 |
| SOC 234 | Sociology of Gender | 3 |
| SOC 242 | Sociology of Deviance | 3 |

**II. Global Issues**
A minimum 18-hour multidisciplinary Global Issues area of corollary studies that encompasses courses with a common theme of providing insight into the human condition in the world. The corollary studies area of Global Issues will increase the pre-service teacher's knowledge and understanding of the world in which we live and contemporary issues affecting the world. Courses addressing a particular region in the world or courses about a particular historical period were not included. The perception of a global issue is subjective and courses included in this area may change over time. Select courses from a minimum of **two** and a maximum of **three** different fields (prefixes) as listed below.

**Anthropology**

| | | |
|---|---|---|
| ANT 220 | Cultural Anthropology | 3 |

**Biology**

| | | |
|---|---|---|
| BIO 150 | Genetics in Human Affairs | 3 |
| BIO 173 | Microbes in World Affairs | 3 |

**Economics**
ECO 252 Principles of Macroeconomics .....3

**Geology**
GEL 230 Environmental Geology.....3

**History**
HIS 115 Intro to Global History .....3
HIS 116 Current World Problems .....3

**Humanities**
HUM 110 Technology and Society.....3
HUM 220 Human Values and Meaning.....3

**Philosophy**
PHI 215 Philosophical Issues.....3
PHI 240 Intro to Ethics .....3
PHI 250 Philosophy of Science .....3

**Political Science**
POL 210 Comparative Government .....3
POL 220 International Relations.....3

**Religion**
REL 110 World Religions .....3

**Sociology**
SOC 220 Social Problems .....3

**III. The Arts**

A minimum 18-hour area of corollary studies in the Arts will increase the pre-service teacher's knowledge and appreciation of the visual and performing arts and their history. Pre-service teachers who select this area of corollary studies will be prepared to use the Arts to further children's understanding of the world, of diverse cultures, and of multiple ways of constructing knowledge and expressing themselves.

Students will choose a minimum of eighteen hours coursework from the approved lists. Their selections must be drawn from a minimum of **two** and a maximum of **three** categories/disciplines (prefixes) across the following two lists. Students may choose up to six hours of coursework from List II. The remainder of coursework (12-18 hours) must be from List I.

**List I:**
Non-applied Courses (12-18 hours should be chosen from this list.)

**Art**
ART 111 Art Appreciation .....3
ART 114 Art History Survey I .....3
ART 115 Art History Survey II.....3
ART 116 Survey of American Art .....3
ART 117 Non-Western Art History.....3

**Drama/Theatre**
DRA 111 Theatre Appreciation .....3
DRA 120 Voice for Performance.....3
DRA 122 Oral Interpretation .....3
DRA 126 Storytelling .....3
DRA 128 Children's Theatre.....3
DRA 211 Theatre History I.....3
DRA 212 Theatre History II .....3

**Music**
MUS 110 Music Appreciation .....3
MUS 111 Fundamentals of Music .....3
MUS 113 American Music .....3
MUS 114 Non-Western Music.....3
MUS 121 Music Theory I .....4

**List II:**
Applied/Skilled/Ensemble Courses (Only 6 hours may be chosen.)

**Art**
ART 121 Design I .....3
ART 122 Design II.....3
ART 131 Drawing I.....3
ART 132 Drawing II .....3
ART 171 Computer Art I.....3
ART 231 Printmaking I.....3
ART 232 Printmaking II.....3
ART 240 Painting I .....3
ART 241 Painting II .....3
ART 261 Photography I .....3
ART 262 Photography II.....3
ART 271 Computer Art II .....3
ART 281 Sculpture I .....3
ART 282 Sculpture II.....3
ART 283 Ceramics I.....3
ART 284 Ceramics II .....3

**Drama/Theatre**
DRA 130 Acting I.....3
DRA 131 Acting II.....3

**Music**
MUS 123 Music Composition .....1
MUS 131 Chorus I .....1
MUS 132 Chorus II.....1
MUS 135 Jazz Ensemble I .....1
MUS 136 Jazz Ensemble II.....1
MUS 141 Ensemble I .....1
MUS 142 Ensemble II.....1
MUS 151 Class Music I .....1
MUS 152 Class Music II.....1
MUS 161 Applied Music I.....2
MUS 162 Applied Music II.....2
MUS 214 Electronic Music I .....2
MUS 215 Electronic Music II .....2
MUS 253 Big Band.....1

**IV. Math Science, and Technology**

A minimum 18-hour multidisciplinary area of corollary studies will increase the pre-service teacher's knowledge of, respect for, and skills in the areas of math, science, and technology and their interconnectedness. Select courses from a minimum of **two** and a maximum of **three** different fields or prefixes as listed below:

**Technology**
CIS 110 Introduction to Computers.....3
CIS 115 Intro to Programming and Logic .....3
HUM 110 Technology and Society.....3
PHI 230 Introduction to Logic .....3

**Mathematics**
Reminder: Students may not take any of these combinations: MAT 161/171 OR MAT 161 (being phased out) or 171 and MAT 175 OR MAT 172/175. The following courses have mandatory labs: MAT 155, 161, 171, 172, 175, and 263. Math lab credit hours are not included in the 18-hour concentration.

| | | |
|---|---|---|
| MAT 155 | Statistical Analysis | 3 |
| MAT 161 | College Algebra | 3 |
| MAT 171 | Precalculus Algebra | 3 |
| MAT 172 | Precalculus Trigonometry | 3 |
| MAT 175 | Precalculus | 4 |
| MAT 263 | Brief Calculus | 3 |
| MAT 271 | Calculus I | 4 |
| MAT 272 | Calculus II | 4 |
| MAT 273 | Calculus III | 4 |

**Science**
The following courses have mandatory labs: BIO 140, CHM 131, PHY 110.

| | | |
|---|---|---|
| BIO 110 | Principles of Biology | 4 |
| BIO 111 | General Biology I | 4 |
| BIO 112 | General Biology II | 4 |
| BIO 140 | Environmental Biology | 3 |
| BIO 150 | Genetics in Human Affairs | 3 |
| BIO 163 | Basic Anatomy and Physiology | 5 |
| BIO 168 | Anatomy and Physiology I | 3 |
| BIO 169 | Anatomy and Physiology II | 3 |
| BIO 173 | Microbes in World Affairs | 3 |
| BIO 175 | General Microbiology | 3 |
| CHM 131 | Introduction to Chemistry | 3 |
| CHM 132 | Organic and Biochemistry | 4 |
| CHM 151 | General Chemistry I | 4 |
| CHM 152 | General Chemistry II | 4 |
| COM 250 | Public Communication | 3 |
| GEL 113 | Historical Geology | 4 |
| GEL 120 | Physical Geology | 4 |
| GEL 230 | Environmental Geology | 4 |
| GEO 131 | Physical Geography I | 4 |
| PHI 250 | Philosophy of Science | 3 |
| PHY 110 | Conceptual Physics | 3 |
| PHY 151 | College Physics I | 4 |
| PHY 152 | College Physics II | 4 |

Additional hours may be selected from the remaining general education core and/or the electives below.

| | | |
|---|---|---|
| ACA 111 | College Student Success (not transferable) | 1 |
| ART 264 | Digital Photography I | 3 |
| ART 265 | Digital Photography II | 3 |
| BIO 140A | Environmental Biology Lab | 1 |
| CHM 131A | Intro to Chemistry Lab | 1 |
| CSC 151 | JAVA Programming | 3 |
| FRE 181 | Elementary French Lab1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HIS 229 | History of the Old South | 3 |
| HUM 230 | Leadership Development | 3 |
| MAT 141A | Mathematical Concepts I | 1 |
| MAT 142A | Mathematical Concepts II | 1 |
| MAT 155A | Statistics I Lab | 1 |
| MAT 161A | College Algebra Lab | 1 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 172A | Precalculus Trig Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| MAT 263A | Brief Calculus Lab | 1 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics I | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense-Beginning | 1 |
| PED 128 | Golf-beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| PSY 263 | Educational Psychology | 3 |

**Total Semester Hours of Other Required Hours..... 20-21**

**Total Requirement in Semester Hours..... 64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements.

**Application to a University**
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon completion of the associate in arts degree, students who meet the requirements outlined in this premajor will be eligible to be considered for admission as junior to the universities offering the baccalaureate degree.

**Admission to the Major**
Grade-point average requirements vary, and admission is competitive across the several programs in Elementary Education. Minimum statewide requirements are as follows:

a. Minimum 2.5 grade-point average 4.0 scale

b. Satisfactory passing scores as established by the State Board of Education on PRAXIS I PPST-Reading; PPST-Writing; and PPST-Math.

Receiving institutions may have additional requirements, prerequisites, and/or proficiencies. Since these vary at receiving institutions, students should review the admission to teacher education requirements for the institution(s) they plan to attend.

# *English*

**A.A. DEGREE (A1010E)**

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The English premajor is designed for students who plan to pursue a Bachelor of Arts Degree in English. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in English: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

**Semester Hours Credit**

**GENERAL EDUCATION CORE .....(44 SHC)**

**English Composition.....6 SHC**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |

**Humanities/Fine Arts.....9 SHC**
**Three** courses from at least **two** discipline areas are required.

*Select one literature course from the following (3 SHC):*

| | | |
|---|---|---|
| ENG 231 | American Literature I | 3 |
| ENG 232 | American Literature II | 3 |
| ENG 241 | British Literature I | 3 |
| ENG 242 | British Literature II | 3 |
| ENG 261 | World Literature I | 3 |
| ENG 262 | World Literature II | 3 |

**Two** additional courses from the following areas are required: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. One of the following foreign language sequences is recommended: FRE 111 and FRE 112 or GER 111 and GER 112 or SPA 111 and SPA 112. Each foreign language course has a mandatory lab, which is listed in "Other Required Hours."

| | | | |
|---|---|---|---|
| 1. | ART 111 | Art Appreciation | 3 |
| | ART 114 | Art History Survey I | 3 |
| | ART 115 | Art History Survey II | 3 |
| | ART 116 | Survey of American Art | 3 |
| | ART 117 | Non-Western Art History | 3 |
| 2. | DRA 111 | Theatre Appreciation | 3 |
| | DRA 122 | Oral Interpretation | 3 |
| | DRA 126 | Storytelling | 3 |
| | DRA 211 | Theatre History I | 3 |
| | DRA 212 | Theatre History II | 3 |
| 3. | ENG 233 | Major American Writers | 3 |
| | ENG 252 | Western World Literature II | 3 |
| 4. | FRE 111 | Elementary French I | 3 |
| | FRE 112 | Elementary French II | 3 |
| | FRE 211 | Intermediate French I | 3 |
| | FRE 212 | Intermediate French II | 3 |
| | GER 111 | Elementary German I | 3 |
| | GER 112 | Elementary German II | 3 |
| | GER 211 | Intermediate German I | 3 |
| | GER 212 | Intermediate German II | 3 |
| | SPA 111 | Elementary Spanish I | 3 |
| | SPA 112 | Elementary Spanish II | 3 |
| | SPA 211 | Intermediate Spanish I | 3 |
| | SPA 212 | Intermediate Spanish II | 3 |
| 5. | HUM 110 | Technology and Society | 3 |
| | HUM 115 | Critical Thinking | 3 |
| | HUM 130 | Myth in Human Culture | 3 |
| | HUM 160 | Introduction to Film | 3 |
| | HUM 161 | Advanced Film Studies | 3 |
| | HUM 220 | Human Values and Meaning | 3 |
| 6. | MUS 110 | Music Appreciation | 3 |
| | MUS 112 | Introduction to Jazz | 3 |
| | MUS 113 | American Music | 3 |
| | MUS 114 | Non-Western Music | 3 |

| | | | |
|---|---|---|---|
| 7. | PHI 210 | History of Philosophy | 3 |
| | PHI 215 | Philosophical Issues | 3 |
| | PHI 220 | Western Philosophy I | 3 |
| | PHI 221 | Western Philosophy II | 3 |
| | PHI 230 | Introduction to Logic | 3 |
| | PHI 240 | Introduction to Ethics | 3 |
| 8. | REL 110 | World Religions | 3 |
| | REL 111 | Eastern Religions | 3 |
| | REL 112 | Western Religions | 3 |
| | REL 211 | Intro to Old Testament | 3 |
| | REL 212 | Intro to New Testament | 3 |
| | REL 221 | Religion in America | 3 |

**Speech/Communication ..... 3 SHC**

| | | | |
|---|---|---|---|
| | COM 231 | Public Speaking | 3 |

**Social/Behavioral Sciences ..... 12 SHC**

Select **four** courses from at least **three** of the following areas: anthropology, economics, history, political science, psychology, and sociology. HIS 121 is required. In addition, one of the following history courses is recommended: HIS 115, 122, 131, or 132.

| | | | |
|---|---|---|---|
| 1. | ANT 210 | General Anthropology | 3 |
| | ANT 220 | Cultural Anthropology | 3 |
| 2. | ECO 151 | Survey of Economics | 3 |
| | ECO 251 | Prin of Microeconomics | 3 |
| | ECO 252 | Prin of Macroeconomics | 3 |
| 3. | HIS 115 | Intro to Global History | 3 |
| | HIS 121 | Western Civilization I | 3 |
| | HIS 122 | Western Civilization II | 3 |
| | HIS 131 | American History I | 3 |
| | HIS 132 | American History II | 3 |
| 4. | POL 110 | Intro to Political Science | 3 |
| | POL 120 | American Government | 3 |
| | POL 210 | Comparative Government | 3 |
| | POL 220 | International Relations | 3 |
| 5. | PSY 150 | General Psychology | 3 |
| | PSY 241 | Developmental Psychology | 3 |
| | PSY 281 | Abnormal Psychology | 3 |
| 6. | SOC 210 | Introduction to Sociology | 3 |
| | SOC 213 | Sociology of the Family | 3 |
| | SOC 220 | Social Problems | 3 |
| | SOC 230 | Race and Ethnic Relations | 3 |
| | SOC 240 | Social Psychology | 3 |

**Natural Sciences/Mathematics ..... 14 SHC**

*Natural Sciences ..... 8 SHC*

Select two courses, including accompanying laboratory work, from the biological and/or physical science disciplines. Reminder: BIO 140, CHM 131 and PHY 110 have mandatory labs.

| | | | |
|---|---|---|---|
| 1. | BIO 110 | Principles of Biology | 4 |
| | BIO 111 | General Biology I | 4 |
| | BIO 112 | General Biology II | 4 |
| | BIO 140 | Environmental Biology | 3 |
| | BIO 140A | Environmental Biology Lab | 1 |
| 2. | CHM 131 | Intro to Chemistry | 3 |
| | CHM 131A | Intro to Chemistry Lab | 1 |
| | CHM 132 | Organic and Biochemistry | 4 |
| | CHM 151 | General Chemistry I | 4 |
| | CHM 152 | General Chemistry II | 4 |
| 3. | GEL 113 | Historical Geology | 4 |
| | GEL 120 | Physical Geology | 4 |
| | GEL 230 | Environmental Geology | 4 |
| 4. | PHY 110 | Conceptual Physics | 3 |
| | PHY 110A | Conceptual Physics Lab | 1 |
| | PHY 151 | College Physics I | 4 |
| | PHY 152 | College Physics II | 4 |

*Math ..... 6 SHC*

Two courses are required. Select one or two courses from List I below or select the second course from List II below. Reminder: Students may not take any of these combinations: MAT 161/171 OR MAT 161 or 171 and MAT 175 OR MAT 172/175. (Reminder: MAT 161 may not be offered in the future.)

The following courses have mandatory labs: MAT 140, 155, 161, 171, 172, 175, and 263. These labs are electives and are listed in the Other Required Hours section of this program.

**List I**

| | | |
|---|---|---|
| MAT 140 | Survey of Mathematics | 3 |
| MAT 161 | College Algebra | 3 |
| MAT 171 | Precalculus Algebra | 3 |
| MAT 172 | Precalculus Trigonometry | 3 |
| MAT 175 | Precalculus | 4 |
| MAT 263 | Brief Calculus | 3 |
| MAT 271 | Calculus I | 4 |
| MAT 272 | Calculus II | 4 |
| MAT 273 | Calculus III | 4 |

**List II**

| | | |
|---|---|---|
| CIS 110 | Introduction to Computers | 3 |
| MAT 155 | Statistical Analysis | 3 |

**General Education Core ..... (44 SHC)**

**OTHER REQUIRED HOURS (20-21 SHC)**
One of the following courses is required (3 SHC):

| | | |
|---|---|---|
| ENG 231 | American Literature I | 3 |
| ENG 232 | American Literature II | 3 |
| ENG 241 | British Literature I | 3 |
| ENG 242 | British Literature II | 3 |
| ENG 261 | World Literature I | 3 |
| ENG 262 | World Literature II | 3 |

Seventeen (17) additional hours of approved college transfer courses are required.

Two of the following courses are recommended:

| | | |
|---|---|---|
| ENG 125 | Creative Writing I | 3 |
| ENG 126 | Creative Writing II | 3 |
| ENG 131 | Introduction to Literature | 3 |
| ENG 132 | Introduction to Drama | 3 |
| ENG 133 | Introduction to the Novel | 3 |
| ENG 231 | American Literature I | 3 |
| ENG 232 | American Literature II | 3 |
| ENG 233 | Major American Writers | 3 |
| ENG 241 | British Literature I | 3 |
| ENG 242 | British Literature II | 3 |
| ENG 251 | Western World Literature I | 3 |
| ENG 252 | Western World Literature II | 3 |
| ENG 261 | World Literature I | 3 |
| ENG 262 | World Literature II | 3 |
| ENG 273 | African-American Literature | 3 |
| ENG 274 | Literature by Women | 3 |

An intermediate foreign language sequence is recommended:

| | | |
|---|---|---|
| FRE 211 | Intermediate French I | 3 |
| | and | |
| FRE 212 | Intermediate French II | 3 |
| | or | |
| GER 211 | Intermediate German I | 3 |
| | and | |
| GER 212 | Intermediate German II | 3 |
| | or | |
| SPA 211 | Intermediate Spanish I | 3 |
| | and | |
| SPA 212 | Intermediate Spanish II | 3 |

Additional hours may be selected from the remaining general education core and/or the following electives:

| | | |
|---|---|---|
| ACA 111 | College Student Success (not transferable) | 1 |
| ART 121 | Design I | 3 |
| ART 122 | Design II | 3 |
| ART 131 | Drawing I | 3 |
| ART 132 | Drawing II | 3 |
| ART 171 | Computer Art I | 3 |
| ART 240 | Painting I | 3 |
| ART 241 | Painting II | 3 |
| ART 261 | Photography I | 3 |
| ART 264 | Digital Photography I | 3 |
| ART 265 | Digital Photography II | 3 |
| ART 262 | Photography II | 3 |
| ART 266 | Videography I | 3 |
| ART 267 | Videography II | 3 |
| ART 271 | Computer Art II | 3 |
| ART 283 | Ceramics I | 3 |

| | | |
|---|---|---|
| ART 284 | Ceramics II | 3 |
| CIS 115 | Intro to Programming and Logic | 3 |
| COM 110 | Intro to Communication | 3 |
| COM 111 | Voice and Diction I | 3 |
| COM 120 | Interpersonal Communication | 3 |
| COM 140 | Intercultural Communication | 3 |
| COM 232 | Election Rhetoric | 3 |
| COM 233 | Persuasive Speaking | 3 |
| COM 250 | Public Communication | 3 |
| CSC 151 | JAVA Programming | 3 |
| DRA 130 | Acting I | 3 |
| DRA 131 | Acting II | 3 |
| DRA 170 | Play Production I | 3 |
| DRA 171 | Play Production II | 3 |
| EDU 216 | Foundations in Education | 4 |
| ENG 272 | Southern Literature | 3 |
| FRE 181 | Elementary French Lab1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HIS 116 | Current World Problems | 3 |
| HIS 221 | African-American History | 3 |
| HIS 228 | History of the South | 3 |
| HIS 229 | History of the Old South | 3 |
| HUM 230 | Leadership Development | 3 |
| JOU 110 | Intro to Journalism | 3 |
| MAT 140A | Survey of Mathematics Lab | 1 |
| MAT 155A | Statistical Analysis Lab 1 | 1 |
| MAT 161A | College Algebra Lab | 1 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 172A | Precalculus Trig Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| MAT 263A | Brief Calculus Lab | 1 |
| PED 110 | Fit and Well for Life | 2 |

| | | |
|---|---|---|
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense--Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 145 | Basketball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| PHI 250 | Philosophy of Science | 3 |
| PSY 259 | Human Sexuality | 3 |
| PSY 263 | Educational Psychology | 3 |
| SOC 232 | Social Context of Aging | 3 |
| SOC 234 | Sociology of Gender | 3 |
| SOC 242 | Sociology of Deviance | 3 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |

**Total Semester Hours of Other Required Hours..... 20-21**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**Recommended Courses:** FRE 111 and FRE 112, or, SPA 111 and SPA 112; FRE 211 and FRE 212, or, SPA 211 and SPA 212; HIS 115 or HIS 122 or HIS 131 or HIS 132. Two courses from the following list: ENG 125, 126, or any of the literature courses.

# *English Education*

**A.A. DEGREE (A1010F)**

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The English Education premajor is designed for students who plan to pursue a Bachelor of Arts Degree in English Education. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in English Education: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

**Semester Hours Credit**

**GENERAL EDUCATION CORE .....(44 SHC)**

**English Composition.....6 SHC**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |

**Humanities/Fine Arts.....9 SHC**

Select **four** courses from at least **three** of the following discipline areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. One course must be a literature course. One of the following foreign language sequences and the accompanying labs (electives) are recommended: FRE 111 and FRE 112, or, GER 111 and GER 112, or, SPA 111 and SPA 112. One of the following fine art courses is recommended: ART 111, DRA 111, HUM 160, or MUS 110.

| | | | |
|---|---|---|---|
| 1. | ART 111 | Art Appreciation | 3 |
| | ART 114 | Art History Survey I | 3 |
| | ART 115 | Art History Survey II | 3 |
| | ART 116 | Survey of American Ar | 3 |
| | ART 117 | Non-Western Art History | 3 |

| | | | |
|---|---|---|---|
| 2. | DRA 111 | Theatre Appreciation | 3 |
| | DRA 122 | Oral Interpretation | 3 |
| | DRA 126 | Storytelling | 3 |
| | DRA 211 | Theatre History I | 3 |
| | DRA 212 | Theatre History II | 3 |
| 3. | ENG 131 | Introduction to Literature | 3 |
| | ENG 231 | American Literature I | 3 |
| | ENG 232 | American Literature II | 3 |
| | ENG 233 | Major American Writers | 3 |
| | ENG 241 | British Literature I | 3 |
| | ENG 242 | British Literature II | 3 |
| | ENG 251 | Western World Literature I | 3 |
| | ENG 252 | Western World Literature II | 3 |
| | ENG 261 | World Literature I | 3 |
| | ENG 262 | World Literature II | 3 |
| 4. | FRE 111 | Elementary French I | 3 |
| | FRE 112 | Elementary French II | 3 |
| | FRE 211 | Intermediate French I | 3 |
| | FRE 212 | Intermediate French II | 3 |
| | GER 111 | Elementary German I | 3 |
| | GER 112 | Elementary German II | 3 |
| | GER 211 | Intermediate German I | 3 |
| | GER 212 | Intermediate German II | 3 |
| | SPA 111 | Elementary Spanish I | 3 |
| | SPA 112 | Elementary Spanish II | 3 |
| | SPA 211 | Intermediate Spanish I | 3 |
| | SPA 212 | Intermediate Spanish II | 3 |
| 5. | HUM 110 | Technology and Society | 3 |
| | HUM 115 | Critical Thinking | 3 |
| | HUM 130 | Myth in Human Culture | 3 |
| | HUM 160 | Introduction to Film | 3 |
| | HUM 161 | Advanced Film Studies | 3 |
| | HUM 220 | Human Values and Meaning | 3 |
| 6. | MUS 110 | Music Appreciation | 3 |
| | MUS 112 | Introduction to Jazz | 3 |
| | MUS 113 | American Music | 3 |
| | MUS 114 | Non-Western Music | 3 |
| 7. | PHI 210 | History of Philosophy | 3 |
| | PHI 215 | Philosophical Issues | 3 |
| | PHI 220 | Western Philosophy I | 3 |
| | PHI 221 | Western Philosophy II | 3 |
| | PHI 230 | Introduction to Logic | 3 |
| | PHI 240 | Introduction to Ethics | 3 |
| 8. | REL 110 | World Religions | 3 |
| | REL 111 | Eastern Religions | 3 |
| | REL 112 | Western Religions | 3 |
| | REL 211 | Intro to Old Testament | 3 |
| | REL 212 | Intro to New Testament | 3 |
| | REL 221 | Religion in America | 3 |

**Social/Behavioral Sciences ..... 12 SHC**
Select **four** courses from at least **three** of the following areas: anthropology, economics, history, political science, psychology, and sociology. HIS 121 and PSY 150 are required. In addition, one of the following is recommended: HIS 115, 122, 131, or 132.

| | | | |
|---|---|---|---|
| 1. | ANT 210 | General Anthropology | 3 |
| | ANT 220 | Cultural Anthropology | 3 |
| 2. | ECO 151 | Survey of Economics | 3 |
| | ECO 251 | Prin of Microeconomics | 3 |
| | ECO 252 | Prin of Macroeconomics | 3 |
| 3. | HIS 115 | Intro to Global History | 3 |
| | HIS 121 | Western Civilization I | 3 |
| | HIS 122 | Western Civilization II | 3 |
| | HIS 131 | American History I | 3 |
| | HIS 132 | American History II | 3 |
| 4. | POL 110 | Intro to Political Science | 3 |
| | POL 120 | American Government | 3 |
| | POL 210 | Comparative Government | 3 |
| | POL 220 | International Relations | 3 |
| 5. | PSY 150 | General Psychology | 3 |
| | PSY 241 | Developmental Psychology | 3 |
| | PSY 281 | Abnormal Psychology | 3 |
| 6. | SOC 210 | Introduction to Sociology | 3 |
| | SOC 213 | Sociology of the Family | 3 |
| | SOC 220 | Social Problems | 3 |
| | SOC 230 | Race and Ethnic Relations | 3 |
| | SOC 240 | Social Psychology | 3 |

**Natural Sciences/Mathematics ..... 14 SHC**
*Natural Sciences ..... 8 SHC*
Select two courses, including accompanying laboratory work, from the biological and/or physical science disciplines. Reminder: BIO 140, CHM 131 and PHY 110 have mandatory labs.

| | | | |
|---|---|---|---|
| 1. | BIO 110 | Principles of Biology | 4 |
| | BIO 111 | General Biology I | 4 |
| | BIO 112 | General Biology II | 4 |
| | BIO 140 | Environmental Biology | 3 |
| | BIO 140A | Environmental Biology Lab | 1 |
| 2. | CHM 131 | Intro to Chemistry | 3 |
| | CHM 131A | Intro to Chemistry Lab | 1 |
| | CHM 132 | Organic and Biochemistry | 4 |
| | CHM 151 | General Chemistry I | 4 |
| | CHM 152 | General Chemistry II | 4 |
| 4. | GEL 113 | Historical Geology | 4 |
| | GEL 120 | Physical Geology | 4 |
| | GEL 230 | Environmental Geology | 4 |

| | | |
|---|---|---|
| 5. PHY 110 | Conceptual Physics | 3 |
| PHY 110A | Conceptual Physics Lab | 1 |
| PHY 151 | College Physics I | 4 |
| PHY 152 | College Physics II | 4 |

*Math* ..... *6 SHC*

Two courses are required. Select one or two courses from List I below or select the second course from List II below. Reminders: Students may not take any of these combinations: MAT 161/171 OR MAT 161 or 171 and MAT 175 OR MAT 172/175. In addition, MAT 161 may not be offered in the future.

The following courses have mandatory labs: MAT 140, 155, 161, 171, 172, 175, and 263. These labs are electives and are listed in the Other Required Hours section of this program.

**List I**

| | | |
|---|---|---|
| MAT 140 | Survey of Mathematics | 3 |
| MAT 161 | College Algebra | 3 |
| MAT 171 | Precalculus Algebra | 3 |
| MAT 172 | Precalculus Trigonometry | 3 |
| MAT 175 | Precalculus | 4 |
| MAT 263 | Brief Calculus | 3 |
| MAT 271 | Calculus I | 4 |
| MAT 272 | Calculus II | 4 |
| MAT 273 | Calculus III | 4 |

**List II**

| | | |
|---|---|---|
| CIS 110 | Introduction to Computers | 3 |
| MAT 155 | Statistical Analysis | 3 |

**General Education Core ..... (44 SHC)**

**OTHER REQUIRED HOURS (20-21 SHC)**

The following courses are required (7 SHC):

| | | |
|---|---|---|
| COM 231 | Public Speaking | 3 |
| EDU 216 | Foundations in Education | 4 |

At certain UNC institutions, EDU 216 may fulfill a major requirement; at most institutions, it will transfer only as a free elective.

Thirteen (13) additional hours of approved college transfer courses are required.

One of the following courses with multi-cultural or gender emphasis is recommended (3 SHC):

| | | |
|---|---|---|
| ENG 272 | Southern Literature | 3 |
| ENG 273 | African-American Literature | 3 |
| ENG 274 | Literature by Women | 3 |
| HIS 221 | African-American History | 3 |
| SOC 230 | Race and Ethnic Relations | 3 |

Two additional 200-level courses in literature are recommended (These courses may include ENG 272, ENG 273, and ENG 274). (6 SHC)

An intermediate foreign language is recommended (6 SHC):

| | | |
|---|---|---|
| FRE 211 | Intermediate French I | 3 |
| | and | |
| FRE 212 | Intermediate French II | 3 |
| | or | |
| GER 211 | Intermediate German I | 3 |
| | and | |
| GER 212 | Intermediate German II | 3 |
| | or | |
| SPA 211 | Intermediate Spanish I | 3 |
| | and | |
| SPA 212 | Intermediate Spanish II | 3 |

Additional hours may be selected from the remaining general education core and/or the courses listed under the Other Required Hours section.

| | | |
|---|---|---|
| ACA 111 | College Student Success (not transferable) | 1 |
| ART 266 | Videography I | 3 |
| ART 267 | Videography II | 3 |
| CIS 115 | Intro to Programming and Logic | 3 |
| COM 110 | Interpersonal Communication | 3 |
| COM 111 | Voice and Diction I | 3 |
| COM 120 | Interpersonal Communication | 3 |
| COM 250 | Public Communication | 3 |
| CSC 151 | JAVA Programming | 3 |
| DRA 130 | Acting I | 3 |
| DRA 131 | Acting II | 3 |
| DRA 140 | Stagecraft I | 3 |
| DRA 141 | Stagecraft II | 3 |
| DRA 170 | Play Production I | 3 |
| DRA 171 | Play Production II | 3 |
| DRA 260 | Directing | 3 |
| ENG 125 | Creative Writing I | 3 |
| ENG 126 | Creative Writing II | 3 |
| ENG 132 | Introduction to Drama | 3 |
| ENG 133 | Introduction to the Novel | 3 |
| ENG 231 | American Literature I | 3 |
| ENG 232 | American Literature II | 3 |
| ENG 233 | Major American Writers | 3 |
| ENG 241 | British Literature I | 3 |
| ENG 242 | British Literature II | 3 |
| ENG 251 | Western World Literature I | 3 |
| ENG 252 | Western World Literature II | 3 |
| ENG 261 | World Literature I | 3 |
| ENG 262 | World Literature II | 3 |
| FRE 181 | Elementary French Lab 1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HIS 116 | Current World Problems | 3 |
| HIS 221 | African-American History | 3 |
| HIS 228 | History of the South | 3 |
| HIS 229 | History of the Old South | 3 |
| HUM 230 | Leadership Development | 3 |
| JOU 110 | Intro to Journalism | 3 |
| MAT 140A | Survey of Mathematics Lab | 1 |

| | | |
|---|---|---|
| MAT 155A | Statistical Analysis Lab | 1 |
| MAT 161A | College Algebra Lab | 1 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 172A | Precalculus Trig Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| MAT 263A | Brief Calculus Lab | 1 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense-Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 145 | Basketball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| PSY 259 | Human Sexuality | 3 |
| PSY 263 | Educational Psychology | 3 |
| SOC 232 | Social Context of Aging | 3 |
| SOC 234 | Sociology of Gender | 3 |
| SOC 242 | Sociology of Deviance | 3 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |

**Total Semester Hours of Other Required Hours..... 20-21**

**Total Requirement in Semester Hours..... 64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**Recommended Courses:** FRE 111 and FRE 112, or, SPA 111 and SPA 112; HIS 115, HIS 122, HIS 131, or HIS 132; CIS 110; FRE 211 and FRE 212, or, SPA 211 and SPA 212; two additional 200-level courses in literature.

# *History*

**A.A. DEGREE (A1010H)**

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The History premajor is designed for students who plan to pursue a Bachelor of Arts Degree in History. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in History: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

**Semester Hours Credit**

**GENERAL EDUCATION CORE .....(44 SHC)**

**English Composition.....6 SHC**
ENG 112 or ENG 113 is recommended to satisfy the second composition.

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |
| | or | |
| ENG 114 | Professional Research and Reporting | 3 |

**Humanities/Fine Arts.....9 SHC**
Select **three** courses from at least **two** of the following areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. One course must be a literature course. One foreign language and the corresponding lab are recommended.

| | | | |
|---|---|---|---|
| 1. | ART 111 | Art Appreciation | 3 |
| | ART 114 | Art History Survey I | 3 |
| | ART 115 | Art History Survey II | 3 |
| | ART 116 | Survey of American Art | 3 |
| | ART 117 | Non-Western Art History | 3 |

| | | | |
|---|---|---|---|
| 2. | DRA 111 | Theatre Appreciation | 3 |
| | DRA 122 | Oral Interpretation | 3 |
| | DRA 126 | Storytelling | 3 |
| | DRA 211 | Theatre History I | 3 |
| | DRA 212 | Theatre History II | 3 |
| 3. | ENG 131 | Introduction to Literature | 3 |
| | ENG 231 | American Literature I | 3 |
| | ENG 232 | American Literature II | 3 |
| | ENG 233 | Major American Writers | 3 |
| | ENG 241 | British Literature I | 3 |
| | ENG 242 | British Literature II | 3 |
| | ENG 251 | Western World Literature I | 3 |
| | ENG 252 | Western World Literature II | 3 |
| | ENG 261 | World Literature I | 3 |
| | ENG 262 | World Literature II | 3 |
| 4. | FRE 111 | Elementary French I | 3 |
| | FRE 112 | Elementary French II | 3 |
| | FRE 211 | Intermediate French I | 3 |
| | FRE 212 | Intermediate French II | 3 |
| | GER 111 | Elementary German I | 3 |
| | GER 112 | Elementary German II | 3 |
| | GER 211 | Intermediate German I | 3 |
| | GER 212 | Intermediate German II | 3 |
| | SPA 111 | Elementary Spanish I | 3 |
| | SPA 112 | Elementary Spanish II | 3 |
| | SPA 211 | Intermediate Spanish I | 3 |
| | SPA 212 | Intermediate Spanish II | 3 |
| 5. | HUM 110 | Technology and Society | 3 |
| | HUM 115 | Critical Thinking | 3 |
| | HUM 130 | Myth in Human Culture | 3 |
| | HUM 160 | Introduction to Film | 3 |
| | HUM 161 | Advanced Film Studies | 3 |
| | HUM 220 | Human Values and Meaning | 3 |
| 6. | MUS 110 | Music Appreciation | 3 |
| | MUS 112 | Introduction to Jazz | 3 |
| | MUS 113 | American Music | 3 |
| | MUS 114 | Non-Western Music | 3 |
| 7. | PHI 210 | History of Philosophy | 3 |
| | PHI 215 | Philosophical Issues | 3 |
| | PHI 220 | Western Philosophy I | 3 |
| | PHI 221 | Western Philosophy II | 3 |
| | PHI 230 | Introduction to Logic | 3 |
| | PHI 240 | Introduction to Ethics | 3 |
| 8. | REL 110 | World Religions | 3 |
| | REL 111 | Eastern Religions | 3 |
| | REL 112 | Western Religions | 3 |
| | REL 211 | Intro to Old Testament | 3 |
| | REL 212 | Intro to New Testament | 3 |
| | REL 221 | Religion in America | 3 |

**Speech/Communication ..... 3 SHC**

| | | | |
|---|---|---|---|
| | COM 110 | Intro to Communication | 3 |
| | | or | |
| | COM 120 | Interpersonal Communication | 3 |
| | | or | |
| | COM 231 | Public Speaking | 3 |

**Social/Behavioral Sciences ..... 12 SHC**

Select **four** courses from at least **three** of the following areas: anthropology, economics, history, political science, psychology, and sociology. One course must be a history course. The following courses are recommended: HIS 121, HIS 122, POL 120, and PSY 150.

| | | | |
|---|---|---|---|
| 1. | ANT 210 | General Anthropology | 3 |
| | ANT 220 | Cultural Anthropology | 3 |
| 2. | ECO 151 | Survey of Economics | 3 |
| | ECO 251 | Prin of Microeconomics | 3 |
| | ECO 252 | Prin of Macroeconomics | 3 |
| 3. | HIS 121 | Western Civilization I | 3 |
| | HIS 122 | Western Civilization II | 3 |
| 4. | POL 110 | Intro to Political Science | 3 |
| | POL 120 | American Government | 3 |
| | POL 210 | Comparative Government | 3 |
| | POL 220 | International Relations | 3 |
| 5. | PSY 150 | General Psychology | 3 |
| | PSY 241 | Developmental Psychology | 3 |
| | PSY 281 | Abnormal Psychology | 3 |
| 6. | SOC 210 | Introduction to Sociology | 3 |
| | SOC 213 | Sociology of the Family | 3 |
| | SOC 220 | Social Problems | 3 |
| | SOC 230 | Race and Ethnics Relations | 3 |
| | SOC 240 | Social Psychology | 3 |

**Natural Sciences/Mathematics ..... 14 SHC**

*Natural Sciences ..... 8 SHC*

Select two courses, including accompanying laboratory work, from the biological and/or physical science disciplines. Reminder: BIO 140, CHM 131 and PHY 110 have mandatory labs.

| | | | |
|---|---|---|---|
| 1. | BIO 110 | Principles of Biology | 4 |
| | BIO 111 | General Biology I | 4 |
| | BIO 112 | General Biology II | 4 |
| | BIO 140 | Environmental Biology | 3 |
| | BIO 140A | Environmental Biology Lab | 1 |
| 2. | CHM 131 | Intro to Chemistry | 3 |
| | CHM 131A | Intro to Chemistry Lab | 1 |
| | CHM 132 | Organic and Biochemistry | 4 |
| | CHM 151 | General Chemistry I | 4 |
| | CHM 152 | General Chemistry II | 4 |
| 3. | GEL 113 | Historical Geology | 4 |
| | GEL 120 | Physical Geology | 4 |
| | GEL 230 | Environmental Geology | 4 |

5. PHY 110 Conceptual Physics .....3
PHY 110A Conceptual Physics Lab.....1
PHY 151 College Physics I.....4
PHY 152 College Physics II.....4

*Math* ..... *6 SHC*
Two courses are required. Select one or two courses from List I below or select the second course from List II below. Reminder: Students may not take any of these combinations: MAT 161/171 OR MAT 161 or 171 and MAT 175 OR MAT 172/175. (Reminder: MAT 161 may not be offered in the future.)

The following courses have mandatory labs: MAT 155, 161, 171, 172, 175, and 263. These labs are electives and are listed in the Other Required Hours section of this program.

**List I**

| | | |
|---|---|---|
| MAT 161 | College Algebra | 3 |
| MAT 171 | Precalculus Algebra | 3 |
| MAT 172 | Precalculus Trigonometry | 3 |
| MAT 175 | Precalculus | 4 |
| MAT 263 | Brief Calculus | 3 |
| MAT 271 | Calculus I | 4 |
| MAT 272 | Calculus II | 4 |
| MAT 273 | Calculus III | 4 |

**List II**

| | | |
|---|---|---|
| CIS 110 | Introduction to Computers | 3 |
| MAT 155 | Statistical Analysis | 3 |

**Total General Education Core .....44 SHC**

**OTHER REQUIRED HOURS (20-21 SHC)**
Other required hours should be selected from pre-major articulation agreements, remaining general education courses and/or the electives listed below.

Students intending to major in a history program at a UNC institution are advised to take no more than 12 elective hours in history at the community college level.

The following electives are recommended: HIS 115, HIS 131, HIS 132, PED 110, and PSY 241.

| | | |
|---|---|---|
| ACA 111 | College Student Success (not transferable) | 1 |
| ART 121 | Design I | 3 |
| ART 122 | Design II | 3 |
| ART 131 | Drawing I | 3 |
| ART 132 | Drawing II | 3 |
| ART 171 | Computer Art I | 3 |
| ART 240 | Painting I | 3 |
| ART 241 | Painting II | 3 |
| ART 261 | Photography I | 3 |
| ART 262 | Photography II | 3 |
| ART 264 | Digital Photography I | 3 |
| ART 265 | Digital Photography II | 3 |
| ART 271 | Computer Art II | 3 |
| ART 283 | Ceramics I | 3 |
| ART 284 | Ceramics II | 3 |
| CIS 115 | Intro to Programming and Logic | 3 |
| CJC 111 | Intro to Criminal Justice | 3 |
| CJC 121 | Law Enforcement Operations | 3 |
| CJC 141 | Corrections | 3 |
| CSC 151 | JAVA Programming | 3 |
| DRA 170 | Play Production I | 3 |
| DRA 171 | Play Production II | 3 |
| EDU 216 | Foundations in Education | 4 |
| ENG 125 | Creative Writing I | 3 |
| ENG 126 | Creative Writing II | 3 |
| ENG 272 | Southern Literature | 3 |
| ENG 273 | African-American Literature | 3 |
| ENG 274 | Literature by Women | 3 |
| FRE 181 | Elementary French Lab1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GEO 131 | Physical Geography I | 4 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HIS 115 | Intro to Global History | 3 |
| HIS 116 | Current World Problems | 3 |
| HIS 131 | American History I | 3 |
| HIS 132 | American History II | 3 |
| HIS 221 | African-American History | 3 |
| HIS 228 | History of the South | 3 |
| HIS 229 | History of the Old South | 3 |
| HUM 230 | Leadership Development | 3 |
| MAT 155A | Statistical Analysis Lab | 1 |
| MAT 161A | College Algebra Lab | 1 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 172A | Precalculus Trig Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| MAT 263A | Brief Calculus Lab | 1 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics I | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense--Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball - Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| PSY 259 | Human Sexuality | 3 |
| PSY 263 | Educational Psychology | 3 |
| SOC 232 | Social Context of the Aging | 3 |
| SOC 234 | Sociology of Gender | 3 |
| SOC 242 | Sociology of Deviance | 3 |
| SPA 141 | Culture and Civilization | 3 |

| | | |
|---|---|---|
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |

**Total Semester Hours of Other Required Hours..... 20-21**

**Total Requirement in Semester Hours ..... 64-65**
Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Recommended Courses: ENG 112 or 113; one foreign language; HIS 115, 121, 122, 131, and 132; PED 110; POL 120; PSY 150; and PSY 241.

# *Middle Grades Education and Special Education*

**A.A. DEGREE (A1010S)**

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The Middle Grades Education and Special Education premajor is designed for students who plan to pursue a Bachelor of Arts Degree in Middle Grades Education or in Special Education. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Middle Grades Education and Special Education:

**Middle Grades Education:** ASU, ECU, ECSU, FSU, NCCU, UNC-A, UNC-C, UNC-CH, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

**Special Education:** ASU, ECU, ECSU, NCA&T, UNC-C, UNC-CH, UNC-P, UNC-W, WCU, AND WSSU.

**Semester Hours Credit**

**GENERAL EDUCATION CORE ..... (44 SHC)**

**English Composition ..... 6 SHC**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |
| | or | |
| ENG 114 | Professional Research and Reporting | 3 |

**Humanities/Fine Arts ..... 12 SHC**
Select one literature course from the following:

| | | |
|---|---|---|
| ENG 131 | Introduction to Literature | 3 |
| ENG 231 | American Literature I | 3 |
| ENG 232 | American Literature II | 3 |
| ENG 233 | Major American Writers | 3 |

The following course is required to substitute for 3 SHC of Humanities/Fine Arts:

| | | |
|---|---|---|
| COM 231 | Public Speaking | 3 |

One of the following courses is required:

| | | |
|---|---|---|
| ART 111 | Art Appreciation | 3 |
| ART 114 | Art History Survey I | 3 |
| ART 115 | Art History Survey II | 3 |
| MUS 110 | Music Appreciation | 3 |

Select one additional course from the following discipline areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. A foreign language and the corresponding lab are recommended.

| | | | |
|---|---|---|---|
| 1. | ART 116 | Survey of American Art | 3 |
| | ART 117 | Non-Western Art History | 3 |
| 2. | DRA 111 | Theatre Appreciation | 3 |
| | DRA 122 | Oral Interpretation | 3 |
| | DRA 126 | Storytelling | 3 |
| | DRA 211 | Theatre History I | 3 |
| | DRA 212 | Theatre History II | 3 |
| 3. | ENG 241 | British Literature I | 3 |
| | ENG 242 | British Literature II | 3 |
| | ENG 251 | Western World Literature I | 3 |
| | ENG 252 | Western World Literature II | 3 |
| | ENG 261 | World Literature I | 3 |
| | ENG 262 | World Literature II | 3 |
| 4. | FRE 111 | Elementary French I | 3 |
| | FRE 112 | Elementary French II | 3 |
| | FRE 211 | Intermediate French I | 3 |
| | FRE 212 | Intermediate French II | 3 |
| | GER 111 | Elementary German I | 3 |
| | GER 112 | Elementary German II | 3 |
| | GER 211 | Intermediate German I | 3 |
| | GER 212 | Intermediate German II | 3 |
| | SPA 111 | Elementary Spanish I | 3 |
| | SPA 112 | Elementary Spanish II | 3 |
| | SPA 211 | Intermediate Spanish I | 3 |
| | SPA 212 | Intermediate Spanish II | 3 |

| | | | |
|---|---|---|---|
| 5. | HUM 110 | Technology and Society | 3 |
| | HUM 115 | Critical Thinking | 3 |
| | HUM 130 | Myth in Human Culture | 3 |
| | HUM 160 | Introduction to Film | 3 |
| | HUM 161 | Advanced Film Studies | 3 |
| | HUM 220 | Human Values and Meaning | 3 |
| 6. | MUS 112 | Introduction to Jazz | 3 |
| | MUS 113 | American Music | 3 |
| | MUS 114 | Non-Western Music | 3 |
| 7. | PHI 210 | History of Philosophy | 3 |
| | PHI 215 | Philosophical Issues | 3 |
| | PHI 220 | Western Philosophy I | 3 |
| | PHI 221 | Western Philosophy II | 3 |
| | PHI 230 | Introduction to Logic | 3 |
| | PHI 240 | Introduction to Ethics | 3 |
| 8. | REL 110 | World Religions | 3 |
| | REL 111 | Eastern Religions | 3 |
| | REL 112 | Western Religions | 3 |
| | REL 211 | Intro to Old Testament | 3 |
| | REL 212 | Intro to New Testament | 3 |
| | REL 221 | Religion in America | 3 |

**Social/Behavioral Sciences ..... 12 SHC**
Select **four** courses from at least **three** of the following areas: anthropology, economics, history, political science, psychology, and sociology. HIS 115, 121, or 122 is required. PSY 150 and SOC 210 are required. PSY 241 is recommended.

| | | | |
|---|---|---|---|
| 1. | ANT 210 | General Anthropology | 3 |
| | ANT 220 | Cultural Anthropology | 3 |
| 2. | ECO 151 | Survey of Economics | 3 |
| | ECO 251 | Prin of Microeconomics | 3 |
| | ECO 252 | Prin of Macroeconomics | 3 |
| 3. | HIS 115 | Intro to Global History | 3 |
| | HIS 121 | Western Civilization I | 3 |
| | HIS 122 | Western Civilization II | 3 |
| 4. | POL 110 | Intro to Political Science | 3 |
| | POL 120 | American Government | 3 |
| | POL 210 | Comparative Government | 3 |
| | POL 220 | International Relations | 3 |
| 5. | PSY 150 | General Psychology | 3 |
| | PSY 241 | Developmental Psych | 3 |
| | PSY 281 | Abnormal Psychology | 3 |
| 6. | SOC 210 | Introduction to Sociology | 3 |
| | SOC 213 | Sociology of the Family | 3 |
| | SOC 220 | Social Problems | 3 |
| | SOC 230 | Race and Ethnic Relations | 3 |
| | SOC 240 | Social Psychology | 3 |

**Natural Sciences/Mathematics ..... 14 SHC**
*Natural Sciences* ..... *8 SHC*
One of the following courses is required (4 SHC):

| | | |
|---|---|---|
| BIO 110 | Principles of Biology | 4 |
| | or | |
| BIO 111 | General Biology I | 4 |

Select one of the following (4 SHC):

| | | |
|---|---|---|
| CHM 131 | Intro to Chemistry | 3 |
| | *and* | |
| CHM 131A | Intro to Chemistry Lab | 1 |
| | or | |
| CHM 151 | General Chemistry I | 4 |
| | or | |
| PHY 110 | Conceptual Physics | 3 |
| | *and* | |
| PHY 110A | Conceptual Physics Lab | 1 |
| | or | |
| PHY 151 | College Physics I | 4 |

*Math* ..... *6 SHC*
MAT 141 and 142 are required and have mandatory labs; these labs are electives and are listed in the Other Required Hours section of this program.

| | | |
|---|---|---|
| MAT 141 | Mathematical Concepts I | 3 |
| MAT 142 | Mathematical Concepts II | 3 |

**Total General Education Core ..... 44 SHC**

**OTHER REQUIRED HOURS ..... (20-21 SHC)**
One semester hour of credit may be included in a sixty-five semester hour credit associate in arts program. The transfer of the 65th hour is not guaranteed.

- At certain UNC institutions, EDU 216 (taught at CFCC) and EDU 221 (not offered at CFCC) may fulfill major requirements; at a majority of institutions the courses will transfer only as free electives. Students should check with the university for the local transfer policy regarding EDU 216 and EDU 221.
- It is recommended that within the 20 semester hours of "Other Required Hours," pre-education students in Middle Grades Education and Special Education select courses that will help meet the mandated academic (second major) concentration. These courses should be selected in conjunction with the requirements at each university, since available academic (second major) concentrations and their specific requirements differ on each campus. In order to be consistent with NC licensure areas, Middle Grades Education students should select courses from up to two (2) of the following areas: Social Sciences, English, Mathematics, Sciences. (Note: UNC-Asheville students major in an academic area and the selected 20 hours should be in sync with their intended major/program.) Typically offered academic concentrations are biology, English, history, mathematics, and psychology. The following recommended courses in these concentrations may be taken as general education or as "Other Required Hours."

**Recommended Courses for Typical Academic Concentrations**

**Biology**
Up to 12 SHC from the following:

| | | |
|---|---|---|
| BIO 110 | Principles of Biology | 4 |
| | or | |
| BIO 111 | General Biology I | 4 |
| | and | |
| BIO 112 | General Biology II | 4 |
| BIO 140 | Environmental Biology | 3 |
| | and | |
| BIO 140A | Environmental Biology Lab | 1 |
| CHM 151 | General Chemistry I | 4 |
| CHM 152 | General ChemistryII | 4 |

**English**
Up to six (6) hours from the following:

| | | |
|---|---|---|
| ENG 231 | American Literature I | 3 |
| ENG 232 | American Lit. II | 3 |
| ENG 241 | British Literature I | 3 |
| ENG 242 | British Literature II | 3 |
| ENG 261 | World Literature I | 3 |
| ENG 262 | World Literature II | 3 |
| ENG 272 | Southern Literature | 3 |
| ENG 273 | African-American Literature | 3 |
| ENG 274 | Literature by Women | 3 |

**History**
Six (6) hours from the following should be taken as general education:

| | | |
|---|---|---|
| HIS 121 | Western Civilization I | 3 |
| | and | |
| HIS 122 | Western Civilization II | 3 |

Six (6) hours from the following should be taken as "other required hours":

| | | |
|---|---|---|
| HIS 131 | American History I | 3 |
| | and | |
| HIS 132 | American History II | 3 |

**Mathematics**
Up to twelve (12) hours from the following (Reminder: Students cannot receive credit for MAT 172 and MAT 175):

| | | |
|---|---|---|
| MAT 155 | Statistical Analysis | 3 |
| | and | |
| MAT 155A | Statistical Analysis Lab | 1 |
| MAT 172 | Precalculus Trig | 3 |
| | and | |
| MAT 172A | Precalculus Trig. Lab | 1 |
| | or | |
| MAT 175 | Precalculus | 3 |
| | and | |
| MAT 175A | Precalculus Lab | 1 |
| MAT 271 | Calculus | 4 |
| MAT 272 | Calculus II | 4 |

**Psychology**
Select from the following:

| | | |
|---|---|---|
| PSY 150 | General Psychology | 3 |
| PSY 241 | Developmental Psychology | 3 |
| PSY 263 | Educational Psychology | 3 |
| PSY 281 | Abnormal Psychology | 3 |

Additional hours for the academic concentrations may be selected from the remaining general education core and/or the electives below.

| | | |
|---|---|---|
| ACA 111 | College Student Success (not transferable) | 1 |
| ART 264 | Digital Photography I | 3 |
| ART 265 | Digital Photography II | 3 |
| COM 250 | Public Communication | 3 |
| CIS 110 | Into to Computers | 3 |
| CSC 151 | JAVA Programming | 3 |
| FRE 181 | Elementary French Lab1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HUM 230 | Leadership Development | 3 |
| MAT 141A | Mathematical Concepts I | 1 |
| MAT 142A | Mathematical Concepts II | 1 |
| MAT 171 | Precalculus Algebra | 3 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics I | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense-Beginning | 1 |
| PED 128 | Golf-beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |

**Total Semester Hours of Other Required Hours..... 20-21**

**Total Requirement in Semester Hours..... 64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements.

**Application to a University**
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon completion of the associate in arts degree, students who meet the requirements outlined in this premajor will be eligible to be considered for admission as junior to the universities offering the baccalaureate degree.

**Admission to the Major**
Grade-point average requirements vary and admission is competitive across the several programs in Middle Grades Education and Special Education. Minimum statewide requirements are:

1. Minimum 2.5 grade-point average on a 4.0 scale
2. Satisfactory passing scores as established by the State Board of Education on PRAXIS—PPST-Reading; PPST-Writing; PPST-Math.

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**Recommended Courses:** One foreign language, PED 110, and PSY 241.

# *Political Science*

**A.A. DEGREE (A1010K)**

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The Political Science premajor is designed for students who plan to pursue a Bachelor of Arts Degree in Political Science. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Political Science: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

**Semester Hours Credit**

**GENERAL EDUCATION CORE ..... (44 SHC)**

**English Composition ..... 6 SHC**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |
| | or | |
| ENG 114 | Professional Research and Reporting | 3 |

**Humanities/Fine Arts ..... 9 SHC**
Select **three** courses from at least **two** of the following areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. One course must be a literature course.

One foreign language sequence is recommended: SPA 111 and SPA 112, or, GER 111 and GER 112, or, FRE 111 and FRE 112. Each foreign language course has a mandatory lab, which is listed in "Other Required Hours."

| | | | |
|---|---|---|---|
| 1. | ART 111 | Art Appreciation | 3 |
| | ART 114 | Art History Survey I | 3 |
| | ART 115 | Art History Survey II | 3 |
| | ART 116 | Survey of American Art | 3 |
| | ART 117 | Non-Western Art History | 3 |
| 2. | DRA 111 | Theatre Appreciation | 3 |
| | DRA 122 | Oral Interpretation | 3 |
| | DRA 126 | Storytelling | 3 |
| | DRA 211 | Theatre History I | 3 |
| | DRA 212 | Theatre History II | 3 |
| 3. | ENG 131 | Introduction to Literature | 3 |
| | ENG 231 | American Literature I | 3 |
| | ENG 232 | American Literature II | 3 |
| | ENG 233 | Major American Writers | 3 |
| | ENG 241 | British Literature I | 3 |
| | ENG 242 | British Literature II | 3 |
| | ENG 251 | Western World Literature I | 3 |
| | ENG 252 | Western World Literature II | 3 |
| | ENG 261 | World Literature I | 3 |
| | ENG 262 | World Literature II | 3 |
| 4. | FRE 111 | Elementary French I | 3 |
| | FRE 112 | Elementary French II | 3 |
| | FRE 211 | Intermediate French I | 3 |
| | FRE 212 | Intermediate French II | 3 |
| | GER 111 | Elementary German I | 3 |
| | GER 112 | Elementary German II | 3 |
| | GER 211 | Intermediate German I | 3 |
| | GER 212 | Intermediate German II | 3 |
| | SPA 111 | Elementary Spanish I | 3 |
| | SPA 112 | Elementary Spanish II | 3 |
| | SPA 211 | Intermediate Spanish I | 3 |
| | SPA 212 | Intermediate Spanish II | 3 |

| | | |
|---|---|---|
| 5. | HUM 110 | Technology and Society....3 |
| | HUM 115 | Critical Thinking....3 |
| | HUM 130 | Myth in Human Culture....3 |
| | HUM 160 | Introduction to Film....3 |
| | HUM 161 | Advanced Film Studies....3 |
| | HUM 220 | Human Values and Meaning....3 |
| 6. | MUS 110 | Music Appreciation....3 |
| | MUS 112 | Introduction to Jazz....3 |
| | MUS 113 | American Music....3 |
| | MUS 114 | Non-Western Music....3 |
| 7. | PHI 210 | History of Philosophy....3 |
| | PHI 215 | Philosophical Issues....3 |
| | PHI 220 | Western Philosophy I....3 |
| | PHI 221 | Western Philosophy II....3 |
| | PHI 230 | Introduction to Logic....3 |
| | PHI 240 | Introduction to Ethics....3 |
| 8. | REL 110 | World Religions....3 |
| | REL 111 | Eastern Religions....3 |
| | REL 112 | Western Religions....3 |
| | REL 211 | Intro to Old Testament....3 |
| | REL 212 | Intro to New Testament....3 |
| | REL 221 | Religion in America....3 |

**Speech/Communication....3 SHC**
**COM 110** or **COM 231** is recommended.

| | | |
|---|---|---|
| | COM 110 | Intro to Communication....3 |
| | | or |
| | COM 120 | Interpersonal Communication....3 |
| | | or |
| | COM 231 | Public Speaking....3 |

**Social/Behavioral Sciences....12 SHC**
Select **four** courses from at least **three** of the following areas: anthropology, economics, history, political science, psychology, and sociology. HIS 121 is required. ECO 151, ECO 251, ECO 252, PSY 150, SOC 210, and SOC 220 are among the recommended courses to satisfy the requirement.

| | | |
|---|---|---|
| 1. | ANT 210 | General Anthropology....3 |
| | ANT 220 | Cultural Anthropology....3 |
| 2. | ECO 151 | Survey of Economics....3 |
| | ECO 251 | Prin of Microeconomics....3 |
| | ECO 252 | Prin of Macroeconomics....3 |
| 3. | HIS 121 | Western Civilization I....3 |
| 4. | PSY 150 | General Psychology....3 |
| | PSY 241 | Developmental Psychology....3 |
| | PSY 281 | Abnormal Psychology....3 |
| 5 | SOC 210 | Introduction to Sociology....3 |
| | SOC 213 | Sociology of the Family....3 |
| | SOC 220 | Social Problems....3 |
| | SOC 230 | Race and Ethnic Relations....3 |
| | SOC 240 | Social Psychology....3 |

**Natural Sciences/Mathematics....14 SHC**
*Natural Sciences....8 SHC*
Select two courses, including accompanying laboratory work, from the biological and/or physical science disciplines. Reminder: BIO 140, CHM 131, and PHY 110 have mandatory labs.

| | | |
|---|---|---|
| 1. | BIO 110 | Principles of Biology....4 |
| | BIO 111 | General Biology I....4 |
| | BIO 112 | General Biology II....4 |
| | BIO 140 | Environmental Biology....3 |
| | BIO 140A | Environmental Biology Lab....1 |
| 2. | CHM 131 | Intro to Chemistry....3 |
| | CHM 131A | Intro to Chemistry Lab....1 |
| | CHM 132 | Organic and Biochemistry....4 |
| | CHM 151 | General Chemistry I....4 |
| | CHM 152 | General Chemistry II....4 |
| 3. | GEL 113 | Historical Geology....4 |
| | GEL 120 | Physical Geology....4 |
| | GEL 230 | Environmental Geology....4 |
| 5. | PHY 110 | Conceptual Physics....3 |
| | PHY 110A | Conceptual Physics Lab....1 |
| | PHY 151 | College Physics I....4 |
| | PHY 152 | College Physics II....4 |

Math....6 SHC
**Two** courses are required. Select one or two courses from List I below or select the second course from List II below.
CIS 110 is recommended to satisfy the second math requirement. Reminder: Students may not take any of these combinations: MAT 161/171 OR MAT 161 or 171 and MAT 175 OR MAT 172/175. (Reminder: MAT 161 may not be offered in the future.)

The following courses have mandatory labs: MAT 140, 155, 161, 171, 172, 175, and 263. These labs are electives and are listed in the Other Required Hours section of this program.

**List I**

| | |
|---|---|
| MAT 140 | Survey of Mathematics....3 |
| MAT 161 | College Algebra....3 |
| MAT 171 | Precalculus Algebra....3 |
| MAT 172 | Precalculus Trigonometry....3 |
| MAT 175 | Precalculus....4 |
| MAT 263 | Brief Calculus....3 |
| MAT 271 | Calculus I....4 |
| MAT 272 | Calculus II....4 |
| MAT 273 | Calculus III....4 |

**List II**

| | |
|---|---|
| CIS 110 | Introduction to Computers....3 |
| MAT 155 | Statistical Analysis....3 |

**Total General Education Core....44 SHC**

**OTHER REQUIRED HOURS .....(20-21 SHC)**
*The following course is required (3 SHC):*
POL 120 American Government.....3

Seventeen (17) hours may be selected from the remaining general education core and/or the transfer course below. The following courses are recommended: HIS 122, HIS 131, HIS 132, POL 210 and POL 220.

| | | |
|---|---|---|
| ACA 111 | College Student Success (not transferable) | 1 |
| ART 121 | Design I | 3 |
| ART 122 | Design II | 3 |
| ART 131 | Drawing I | 3 |
| ART 132 | Drawing II | 3 |
| ART 171 | Computer Art I | 3 |
| ART 240 | Painting I | 3 |
| ART 261 | Photography I | 3 |
| ART 264 | Digital Photography I | 3 |
| ART 265 | Digital Photography II | 3 |
| ART 283 | Ceramics I | 3 |
| BUS 115 | Business Law I | 3 |
| CIS 115 | Intro to Programming and Logic | 3 |
| CJC 111 | Intro to Criminal Justice | 3 |
| CJC 121 | Law Enforcement Operations | 3 |
| CJC 141 | Corrections | 3 |
| CSC 151 | JAVA Programming | 3 |
| DRA 170 | Play Production I | 3 |
| DRA 171 | Play Production II | 3 |
| EDU 216 | Foundations in Education | 4 |
| ENG 125 | Creative Writing I | 3 |
| ENG 126 | Creative Writing II | 3 |
| ENG 272 | Southern Literature | 3 |
| ENG 273 | African-American Literature | 3 |
| ENG 274 | Literature by Women | 3 |
| FRE 181 | Elementary French Lab1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HIS 115 | Intro to Global History | 3 |
| HIS 116 | Current World Problems | 3 |
| HIS 122 | Western Civilization II | 3 |
| HIS 131 | American History I | 3 |
| HIS 132 | American History II | 3 |
| HIS 221 | African-American History | 3 |
| HIS 228 | History of the South | 3 |
| HIS 229 | History of the Old South | 3 |
| HUM 230 | Leadership Development | 3 |
| MAT 140A | Survey of Mathematics Lab | 1 |
| MAT 155A | Statistical Analysis Lab | 1 |
| MAT 161A | College Algebra Lab | 1 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 172A | Precalculus Trig Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| MAT 263A | Brief Calculus Lab | 1 |
| MAT 271 | Calculus I | 4 |
| MAT 272 | Calculus II | 4 |
| MAT 273 | Calculus III | 4 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics I | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense--Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 145 | Basketball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| POL 110 | Intro to Political Science | 3 |
| POL 210 | Comparative Government | 3 |
| POL 220 | International Relations | 3 |
| PSY 259 | Human Sexuality | 3 |
| PSY 263 | Educational Psychology | 3 |
| SOC 232 | Social Context of Aging | 3 |
| SOC 234 | Sociology of Gender | 3 |
| SOC 242 | Sociology of Deviance | 3 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |

**Total Semester Hours of Other Required Hours..... 20-21**

**Total Requirement in Semester Hours..... .64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**Recommended Courses:** FRE 111 and FRE 112, or, SPA 111 and SPA 112; COM 110 or COM 231; CIS 110; HIS 122, HIS 131, and HIS 132; POL 210 and POL 220.

**Other Recommended Courses** (three courses from two discipline areas):
a. ECO 151, 251, or 252
b. PSY 150
c. SOC 210 or 220

# *Psychology*

**A.A. DEGREE (A1010L)**

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The Psychology premajor is designed for students who plan to pursue a Bachelor of Arts Degree in Psychology. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Psychology: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

**Semester Hours Credit**

**GENERAL EDUCATION CORE .....(44 SHC)**

**English Composition.....6 SHC**

| | | |
|---|---|---|
| | ENG 111 | Expository Writing .....3 |
| | | and |
| | ENG 112 | Argument-Based Research .....3 |
| | | or |
| | ENG 113 | Literature-Based Research..... 3 |
| | | or |
| | ENG 114 | Professional Research and Reporting.....3 |

**Humanities/Fine Arts.....9 SHC**

Select **three** courses from at least **two** of the following areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. One course must be a literature course.

One foreign language is recommended. Each foreign language course has a mandatory lab, which is listed in "Other Required Hours."

One foreign language is recommended.

| | | |
|---|---|---|
| 1. | ART 111 | Art Appreciation .....3 |
| | ART 114 | Art History Survey I .....3 |
| | ART 115 | Art History Survey II.....3 |
| | ART 116 | Survey of American Art.....3 |
| | ART 117 | Non-Western Art History.....3 |
| 2. | DRA 111 | Theatre Appreciation .....3 |
| | DRA 122 | Oral Interpretation .....3 |
| | DRA 126 | Storytelling .....3 |
| | DRA 211 | Theatre History I.....3 |
| | DRA 212 | Theatre History II .....3 |
| 3 | ENG 131 | Introduction to Literature .....3 |
| | ENG 231 | American Literature I .....3 |
| | ENG 232 | American Literature II.....3 |
| | ENG 233 | Major American Writers .....3 |
| | ENG 241 | British Literature I .....3 |
| | ENG 242 | British Literature II.....3 |
| | ENG 251 | Western World Literature I .....3 |
| | ENG 252 | Western World Literature II.....3 |
| | ENG 261 | World Literature I .....3 |
| | ENG 262 | World Literature II.....3 |
| 4. | FRE 111 | Elementary French I .....3 |
| | FRE 112 | Elementary French II.....3 |
| | FRE 211 | Intermediate French I .....3 |
| | FRE 212 | Intermediate French II .....3 |
| | GER 111 | Elementary German I .....3 |
| | GER 112 | Elementary German II .....3 |
| | GER 211 | Intermediate German I.....3 |
| | GER 212 | Intermediate German II .....3 |
| | SPA 111 | Elementary Spanish I.....3 |
| | SPA 112 | Elementary Spanish II .....3 |
| | SPA 211 | Intermediate Spanish I.....3 |
| | SPA 212 | Intermediate Spanish II.....3 |
| 5. | HUM 110 | Technology and Society.....3 |
| | HUM 115 | Critical Thinking.....3 |
| | HUM 130 | Myth in Human Culture.....3 |
| | HUM 160 | Introduction to Film.....3 |
| | HUM 161 | Advanced Film Studies.....3 |
| | HUM 220 | Human Values and Meaning.....3 |
| 6. | MUS 110 | Music Appreciation .....3 |
| | MUS 112 | Introduction to Jazz .....3 |
| | MUS 113 | American Music .....3 |
| | MUS 114 | Non-Western Music.....3 |
| 7 | PHI 210 | History of Philosophy.....3 |
| | PHI 215 | Philosophical Issues.....3 |
| | PHI 220 | Western Philosophy I.....3 |
| | PHI 221 | Western Philosophy II .....3 |
| | PHI 230 | Introduction to Logic.....3 |
| | PHI 240 | Introduction to Ethics .....3 |
| 8 | REL 110 | World Religions.....3 |
| | REL 111 | Eastern Religions.....3 |
| | REL 112 | Western Religions.....3 |
| | REL 211 | Intro to Old Testament.....3 |
| | REL 212 | Intro to New Testament .....3 |
| | REL 221 | Religion in America.....3 |

**Speech/Communication ..... 3 SHC**

| | | |
|---|---|---|
| | COM 110 | Intro to Communication ..... 3 |
| | | or |
| | COM 120 | Interpersonal Communication ..... 3 |
| | | or |
| | COM 231 | Public Speaking ..... 3 |

**Social/Behavioral Sciences ..... 12 SHC**

Select **four** courses from at least **three** of the following areas: anthropology, economics, history, political science, psychology, and sociology. One course must be a history course. PSY 150 and PSY 241 are required.

| | | |
|---|---|---|
| 1. | ANT 210 | General Anthropology ..... 3 |
| | ANT 220 | Cultural Anthropology ..... 3 |
| 2. | ECO 151 | Survey of Economics ..... 3 |
| | ECO 251 | Prin of Microeconomics ..... 3 |
| | ECO 252 | Prin of Macroeconomics ..... 3 |
| 3. | HIS 115 | Intro to Global History ..... 3 |
| | HIS 121 | Western Civilization I ..... 3 |
| | HIS 122 | Western Civilization II ..... 3 |
| | HIS 131 | American History I ..... 3 |
| | HIS 132 | American History II ..... 3 |
| 4. | POL 110 | Intro to Political Science ..... 3 |
| | POL 120 | American Government ..... 3 |
| | POL 210 | Comparative Government ..... 3 |
| | POL 220 | International Relations ..... 3 |
| 5. | PSY 150 | General Psychology ..... 3 |
| | PSY 241 | Developmental Psychology ..... 3 |
| 6. | SOC 210 | Introduction to Sociology ..... 3 |
| | SOC 213 | Sociology of the Family ..... 3 |
| | SOC 220 | Social Problems ..... 3 |
| | SOC 230 | Race and Ethnic Relations ..... 3 |
| | SOC 240 | Social Psychology ..... 3 |

**Natural Sciences/Mathematics ..... 14 SHC**

*Natural Sciences ..... 8 SHC*

Select two courses, including accompanying laboratory work, from the biological and/or physical science disciplines. BIO 111 is required. Reminder: BIO 140, CHM 131 and PHY 110 have mandatory labs

| | | |
|---|---|---|
| 1. | BIO 111 | General Biology I ..... 4 |
| | BIO 112 | General Biology II ..... 4 |
| | BIO 112 | General Biology II ..... 4 |
| | BIO 140 | Environmental Biology ..... 3 |
| | BIO 140A | Environmental Biology Lab ..... 1 |
| 2. | CHM 131 | Intro to Chemistry ..... 3 |
| | CHM 131A | Intro to Chemistry Lab ..... 1 |
| | CHM 132 | Organic and Biochemistry ..... 4 |
| | CHM 151 | General Chemistry I ..... 4 |
| | CHM 152 | General Chemistry II ..... 4 |
| 3. | GEL 113 | Historical Geology ..... 4 |
| | GEL 120 | Physical Geology ..... 4 |
| | GEL 230 | Environmental Geology ..... 4 |
| 4. | PHY 110 | Conceptual Physics ..... 3 |
| | PHY 110A | Conceptual Physics Lab ..... 1 |
| | PHY 151 | College Physics I ..... 4 |
| | PHY 152 | College Physics II ..... 4 |

*Math ..... 6 SHC*

Two courses are required. Select one or two courses from List I below or select the second course from List II below. Reminder: Students may not take any of these combinations: MAT 161/171 OR MAT 161 or 171 and MAT 175 OR MAT 172/175.

The following courses have mandatory labs: MAT 155, 161 (being phased out), 171, 172, 175, and 263. These labs are electives and are listed in the Other Required Hours section of this program..

**List I**

| | | |
|---|---|---|
| | MAT 161 | College Algebra ..... 3 |
| | MAT 171 | Precalculus Algebra ..... 3 |
| | MAT 172 | Precalculus Trigonometry ..... 3 |
| | MAT 175 | Precalculus ..... 4 |
| | MAT 263 | Brief Calculus ..... 3 |
| | MAT 271 | Calculus I ..... 4 |
| | MAT 272 | Calculus II ..... 4 |
| | MAT 273 | Calculus III ..... 4 |

**List II**

| | | |
|---|---|---|
| | CIS 110 | Introduction to Computers ..... 3 |
| | MAT 155 | Statistics Analysis ..... 3 |

**OTHER REQUIRED HOURS (20-21 SHC)**

Other required hours should be selected from the pre-major articulation agreements, the remaining general education courses and/or the electives listed below. PED 110 is recommended.

| | | |
|---|---|---|
| | ACA 111 | College Student Success (not transferable) 1 |
| | ART 121 | Design I ..... 3 |
| | ART 122 | Design II ..... 3 |
| | ART 131 | Drawing I ..... 3 |
| | ART 132 | Drawing II ..... 3 |
| | ART 171 | Computer Art I ..... 3 |
| | ART 240 | Painting I ..... 3 |
| | ART 241 | Painting II ..... 3 |
| | ART 261 | Photography I ..... 3 |
| | ART 262 | Photography II ..... 3 |
| | ART 264 | Digital Photography I ..... 3 |
| | ART 265 | Digital Photography II ..... 3 |
| | ART 271 | Computer Art II ..... 3 |
| | ART 283 | Ceramics I ..... 3 |
| | ART 284 | Ceramics II ..... 3 |
| | BUS 115 | Business Law I ..... 3 |
| | CIS 115 | Intro to Programming and Logic ..... 3 |
| | CJC 111 | Intro to Criminal Justice ..... 3 |
| | CJC 121 | Law Enforcement Operations ..... 3 |

| | | |
|---|---|---|
| CJC 141 | Corrections | 3 |
| CSC 151 | JAVA Programming | 3 |
| DRA 170 | Play Production I | 3 |
| DRA 171 | Play Production II | 3 |
| EDU 216 | Foundations in Education | 4 |
| ENG 125 | Creative Writing I | 3 |
| ENG 126 | Creative Writing II | 3 |
| ENG 132 | Introduction to Drama | 3 |
| ENG 133 | Introduction to the Novel | 3 |
| ENG 272 | Southern Literature | 3 |
| ENG 273 | African-American Literature | 3 |
| ENG 274 | Literature by Women | 3 |
| FRE 181 | Elementary French Lab 1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HIS 116 | Current World Problems | 3 |
| HIS 221 | African-American History | 3 |
| HIS 228 | History of the South | 3 |
| HIS 229 | History of the Old South | 3 |
| HUM 230 | Leadership Development | 3 |
| JOU 110 | Intro to Journalism | 3 |
| MAT 155A | Statistics Analysis Lab | 1 |
| MAT 161A | College Algebra Lab | 1 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 172A | Precalculus Trig Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| MAT 263A | Brief Calculus Lab | 1 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics I | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense--Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 145 | Basketball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| PHI 250 | Philosophy of Science | 3 |
| PSY 259 | Human Sexuality | 3 |
| PSY 263 | Educational Psychology | 3 |
| PSY 281 | Abnormal Psychology | 3 |
| SOC 232 | Social Context of Aging | 3 |
| SOC 234 | Sociology of Gender | 3 |
| SOC 242 | Sociology of Deviance | 3 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |

**Total Semester Hours of Other Required Hours..... 20-21**

**Total Requirement in Semester Hours..... 64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**Recommended Courses:** One foreign language; MAT 171 and MAT 171A; MAT 155 and MAT 155A; and PED 110.

# *Social Work*

**A.A. DEGREE (A1010Q)**

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The Social Work premajor is designed for students who plan to pursue a Bachelor of Arts Degree in Social Work. Students who successfully complete this program and who meet admissions requirements at the receiving institution will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Social Work: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, and WCU, and WSSU.

**Semester Hours Credit**

**GENERAL EDUCATION CORE (44 SHC)**

**English Composition.....6 SHC**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |
| | or | |
| ENG 114 | Professional Research and Reporting | 3 |

**Humanities/Fine Arts.....9 SHC**
Select **three** courses from at least **two** of the following areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. One course must be a literature course.

One foreign language is recommended. Each foreign language course has a mandatory lab, which is listed in "Other Required Hours."

| | | |
|---|---|---|
| 1. | ART 111 | Art Appreciation.....3 |
| | ART 114 | Art History Survey I.....3 |
| | ART 115 | Art History Survey II.....3 |
| | ART 116 | Survey of American Art.....3 |
| | ART 117 | Non-Western Art History.....3 |
| 2. | DRA 111 | Theatre Appreciation.....3 |
| | DRA 122 | Oral Interpretation.....3 |
| | DRA 126 | Storytelling.....3 |
| | DRA 211 | Theatre History I.....3 |
| | DRA 212 | Theatre History II.....3 |
| 3. | ENG 131 | Introduction to Literature.....3 |
| | ENG 231 | American Literature I.....3 |
| | ENG 232 | American Literature II.....3 |
| | ENG 233 | Major American Writers.....3 |
| | ENG 241 | British Literature I.....3 |
| | ENG 242 | British Literature II.....3 |
| | ENG 251 | Western World Literature I.....3 |
| | ENG 252 | Western World Literature II.....3 |
| | ENG 261 | World Literature I.....3 |
| | ENG 262 | World Literature II.....3 |
| 4. | FRE 111 | Elementary French I.....3 |
| | FRE 112 | Elementary French II.....3 |
| | FRE 211 | Intermediate French I.....3 |
| | FRE 212 | Intermediate French II.....3 |
| | GER 111 | Elementary German I.....3 |
| | GER 112 | Elementary German II.....3 |
| | GER 211 | Intermediate German I.....3 |
| | GER 212 | Intermediate German II.....3 |
| | SPA 111 | Elementary Spanish I.....3 |
| | SPA 112 | Elementary Spanish II.....3 |
| | SPA 211 | Intermediate Spanish I.....3 |
| | SPA 212 | Intermediate Spanish II.....3 |
| 5. | HUM 110 | Technology and Society.....3 |
| | HUM 115 | Critical Thinking.....3 |
| | HUM 130 | Myth in Human Culture.....3 |
| | HUM 160 | Introduction to Film.....3 |
| | HUM 161 | Advanced Film Studies.....3 |
| | HUM 220 | Human Values and Meaning.....3 |
| 6. | MUS 110 | Music Appreciation.....3 |
| | MUS 112 | Introduction to Jazz.....3 |
| | MUS 113 | American Music.....3 |
| | MUS 114 | Non-Western Music.....3 |
| 7. | PHI 210 | History of Philosophy.....3 |
| | PHI 215 | Philosophical Issues.....3 |
| | PHI 220 | Western Philosophy I.....3 |
| | PHI 221 | Western Philosophy II.....3 |
| | PHI 230 | Introduction to Logic.....3 |
| | PHI 240 | Introduction to Ethics.....3 |
| 8. | REL 110 | World Religions.....3 |
| | REL 111 | Eastern Religions.....3 |
| | REL 112 | Western Religions.....3 |
| | REL 211 | Intro to Old Testament.....3 |
| | REL 212 | Intro to New Testament.....3 |
| | REL 221 | Religion in America.....3 |

**Speech/Communication.....3 SHC**
**COM 231** *is recommended.*

| | | |
|---|---|---|
| | COM 110 | Intro to Communication.....3 |
| | | or |
| | COM 120 | Interpersonal Communication3 |
| | | or |
| | COM 231 | Public Speaking.....3 |

**Social/Behavioral Sciences.....12 SHC**
**Four** courses from at least **three** discipline areas are required.

One course must be a history course. HIS 121 or HIS 131 is recommended.

| | | |
|---|---|---|
| | HIS 115 | Intro to Global History.....3 |
| | HIS 121 | Western Civilization I.....3 |
| | HIS 122 | Western Civilization II.....3 |
| | HIS 131 | American History I.....3 |
| | HIS 132 | American History II.....3 |

The following courses are required:

| | | |
|---|---|---|
| | POL 120 | American Government.....3 |
| | PSY 150 | General Psychology.....3 |
| | SOC 210 | Introduction to Sociology.....3 |

**Natural Sciences/Mathematics.....14 SHC**
*Natural Sciences.....8 SHC*
Select two courses, including accompanying laboratory work, from the biological and/or physical science disciplines. BIO 110, or, BIO 111 and BIO 112 are recommended. Reminder: BIO 140, CHM 131, and PHY 110 have mandatory labs.

| | | |
|---|---|---|
| 1. | BIO 110 | Principles of Biology.....4 |
| | BIO 111 | General Biology I.....4 |
| | BIO 112 | General Biology II.....4 |
| | BIO 140 | Environmental Biology.....3 |
| | BIO 140A | Environmental Biology Lab.....1 |
| 2. | CHM 131 | Intro to Chemistry.....3 |
| | CHM 131A | Intro to Chemistry Lab.....1 |
| | CHM 132 | Organic and Biochemistry.....3 |
| | CHM 151 | General Chemistry I.....4 |
| | CHM 152 | General Chemistry II.....4 |

| | | |
|---|---|---|
| 4. GEL 113 | Historical Geology | 4 |
| GEL 120 | Physical Geology | 4 |
| GEL 230 | Environmental Geology | 4 |
| 5. PHY 110 | Conceptual Physics | 3 |
| PHY 110A | Conceptual Physics Lab | 1 |
| PHY 151 | College Physics I | 4 |
| PHY 152 | College Physics II | 4 |

*Math ..... 6 SHC*

**Two** courses are required. Select one or two courses from List I below or select the second course from List II below. The recommended course from List I is MAT 161 (being phased out) or MAT 171. CIS 110 or MAT 155 is recommended to satisfy the second math requirement. Reminder: Students may not take any of these combinations: MAT 161/171 OR MAT 161 or 171 and MAT 175 OR MAT 172/175.

The following courses have mandatory labs: MAT 155, 161, 171, 172, 175, and 263. These labs are electives and are listed in the Other Required Hours section of this program.

**List I**

| | | |
|---|---|---|
| MAT 161 | College Algebra | 3 |
| MAT 171 | Precalculus Algebra | 3 |
| MAT 172 | Precalculus Trigonometry | 3 |
| MAT 175 | Precalculus | 4 |
| MAT 263 | Brief Calculus | 3 |
| MAT 271 | Calculus I | 4 |
| MAT 272 | Calculus II | 4 |
| MAT 273 | Calculus III | 4 |

**List II**

| | | |
|---|---|---|
| CIS 110 | Introduction to Computers | 3 |
| MAT 155 | Statistical Analysis | 3 |

**Total General Education Core ..... 44 SHC**

**OTHER REQUIRED HOURS (20-21 SHC)**

Other required hours should be selected from electives listed below. The following courses are recommended: ANT 210; ECO 151 or 251; HIS 115, 122, or 132; PED 110; PSY 241; and PSY 281.

| | | |
|---|---|---|
| ACA 111 | College Student Success (not transferable) | 1 |
| ANT 210 | General Anthropology | 3 |
| ANT 220 | Cultural Anthropology | 3 |
| CIS 115 | Intro to Programming and Logic | 3 |
| CSC 151 | JAVA Programming | 3 |
| ECO 151 | Survey of Economics | 3 |
| ECO 251 | Prin of Microeconomics | 3 |
| ECO 252 | Prin of Macroeconomics | 3 |
| ENG 272 | Southern Literature | 3 |
| FRE 181 | Elementary French Lab 1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HIS 115 | Intro to Global History | 3 |
| HIS 116 | Current World Problems | 3 |
| HIS 122 | Western Civilization II | 3 |
| HIS 132 | American History II | 3 |
| HIS 221 | African-American History | 3 |
| HIS 228 | History of the South | 3 |
| HIS 229 | History of the Old South | 3 |
| HUM 115 | Critical Thinking | 3 |
| MAT 155A | Statistical Analysis Lab | 1 |
| MAT 161A | College Algebra Lab | 1 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 172A | Precalculus Trig Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| MAT 263A | Brief Calculus Lab | 1 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics | 1 |
| PED 115 | Step Aerobics | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense –Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 145 | Basketball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| POL 110 | Intro to Political Science | 3 |
| POL 210 | Intro to Political Science | 3 |
| PSY 241 | Developmental Psychology | 3 |
| PSY 259 | Human Sexuality | 3 |
| PSY 263 | Educational Psychology | 3 |
| PSY 281 | Abnormal Psychology | 3 |
| SOC 213 | Sociology of the Family | 3 |
| SOC 220 | Social Problems | 3 |
| SOC 230 | Race and Ethnic Relations | 3 |
| SOC 232 | Social Context of Aging | 3 |
| SOC 234 | Sociology of Gender | 3 |
| SOC 240 | Social Psychology | 3 |
| SOC 242 | Sociology of Deviance | 3 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |

**Total Semester Hours of Other Required Hours..... 20-21**

**Total Requirement in Semester Hours ..... 64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Recommended Courses: One foreign language; ANT 210; BIO 111 and BIO 112; COM 231; ECO 151 or ECO 251; HIS 121 or 131; HIS 115, 122, or 132; MAT 155 or CIS 110; PED 110; PSY 241; and PSY 281.

# *Sociology*

**A.A. DEGREE (A1010N)**

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 44 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt.**

The Sociology premajor is designed for students who plan to pursue a Bachelor of Arts Degree in Sociology. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Sociology: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

**Semester Hours Credit**

**GENERAL EDUCATION CORE ..... (44 SHC)**

**English Composition ..... 6 SHC**
**English 112** is a recommended course.

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |
| | or | |
| ENG 114 | Professional Research and Reporting | 3 |

**Humanities/Fine Arts ..... 9 SHC**
Select **three** courses from at least **two** of the following areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.

One course must be a literature course. One foreign language is recommended. Reminder: Each foreign language course has a mandatory lab, which is listed in the "Other Required Hours" section.

| | | | |
|---|---|---|---|
| 1. | ART 111 | Art Appreciation | 3 |
| | ART 114 | Art History Survey I | 3 |
| | ART 115 | Art History Survey II | 3 |
| | ART 116 | Survey of American Art | 3 |
| | ART 117 | Non-Western Art History | 3 |
| 2. | DRA 111 | Theatre Appreciation | 3 |
| | DRA 122 | Oral Interpretation | 3 |
| | DRA 126 | Storytelling | 3 |
| | DRA 211 | Theatre History I | 3 |
| | DRA 212 | Theatre History II | 3 |
| 3. | ENG 131 | Introduction to Literature | 3 |
| | ENG 231 | American Literature I | 3 |
| | ENG 232 | American Literature II | 3 |
| | ENG 233 | Major American Writers | 3 |
| | ENG 241 | British Literature I | 3 |
| | ENG 242 | British Literature II | 3 |
| | ENG 251 | Western World Literature I | 3 |
| | ENG 252 | Western World Literature II | 3 |
| | ENG 261 | World Literature I | 3 |
| | ENG 262 | World Literature II | 3 |
| 4. | FRE 111 | Elementary French I | 3 |
| | FRE 112 | Elementary French II | 3 |
| | FRE 211 | Intermediate French I | 3 |
| | FRE 212 | Intermediate French II | 3 |
| | GER 111 | Elementary German I | 3 |
| | GER 112 | Elementary German II | 3 |
| | GER 211 | Intermediate German I | 3 |
| | GER 212 | Intermediate German II | 3 |
| | SPA 111 | Elementary Spanish I | 3 |
| | SPA 112 | Elementary Spanish II | 3 |
| | SPA 211 | Intermediate Spanish I | 3 |
| | SPA 212 | Intermediate Spanish II | 3 |
| 5. | HUM 110 | Technology and Society | 3 |
| | HUM 115 | Critical Thinking | 3 |
| | HUM 130 | Myth in Human Culture | 3 |
| | HUM 160 | Introduction to Film | 3 |
| | HUM 161 | Advanced Film Studies | 3 |
| | HUM 220 | Human Values and Meaning | 3 |
| 6. | MUS 110 | Music Appreciation | 3 |
| | MUS 112 | Introduction to Jazz | 3 |
| | MUS 113 | American Music | 3 |
| | MUS 114 | Non-Western Music | 3 |
| 7. | PHI 210 | History of Philosophy | 3 |
| | PHI 215 | Philosophical Issues | 3 |
| | PHI 220 | Western Philosophy I | 3 |
| | PHI 221 | Western Philosophy II | 3 |
| | PHI 230 | Introduction to Logic | 3 |
| | PHI 240 | Introduction to Ethics | 3 |

| | | |
|---|---|---|
| 8. REL 110 | World Religions | 3 |
| REL 111 | Eastern Religions | 3 |
| REL 112 | Western Religions | 3 |
| REL 211 | Intro to Old Testament | 3 |
| REL 212 | Intro to New Testament | 3 |
| REL 221 | Religion in America | 3 |

**Speech/Communication ..... 3 SHC**

| | | |
|---|---|---|
| COM 110 | Intro to Communication | 3 |
| | or | |
| COM 120 | Interpersonal Communication | 3 |
| | or | |
| COM 231 | Public Speaking | 3 |

**Social/Behavioral Sciences ..... 12 SHC**

**Four** courses from **three** discipline areas are required. One course must be a history course. HIS 121 is recommended.

| | | |
|---|---|---|
| HIS 115 | Intro to Global History | 3 |
| HIS 121 | Western Civilization I | 3 |
| HIS 122 | Western Civilization II | 3 |
| HIS 131 | American History I | 3 |
| HIS 132 | American History II | 3 |

The following courses are required:

| | | |
|---|---|---|
| SOC 210 | Introduction to Sociology | 3 |
| SOC 220 | Social Problems | 3 |

One course from the following discipline areas is required (POL 120 is recommended.): anthropology, economics, political science, and psychology.

| | | |
|---|---|---|
| 1. ANT 210 | General Anthropology | 3 |
| ANT 220 | Cultural Anthropology | 3 |
| 2. ECO 151 | Survey of Economics | 3 |
| ECO 251 | Prin of Microeconomics | 3 |
| ECO 252 | Prin of Macroeconomics | 3 |
| 3. POL 110 | Intro to Political Science | 3 |
| POL 120 | American Government | 3 |
| POL 210 | Comparative Government | 3 |
| POL 220 | International Relations | 3 |
| 4. PSY 150 | General Psychology | 3 |
| PSY 241 | Developmental Psychology | 3 |
| PSY 281 | Abnormal Psychology | 3 |

**Natural Sciences/Mathematics ..... 14 SHC**

*Natural Sciences ..... 8 SHC*

Select two courses, including accompanying laboratory work, from the biological and/or physical science disciplines. Reminder: BIO 140, CHM 131 and PHY 110 have mandatory labs.

| | | |
|---|---|---|
| 1. BIO 110 | Principles of Biology | 4 |
| BIO 111 | General Biology I | 4 |
| BIO 112 | General Biology II | 4 |
| BIO 140 | Environmental Biology | 3 |
| BIO 140A | Environmental Biology Lab | 1 |
| 2. CHM 131 | Intro to Chemistry | 3 |
| CHM 131A | Intro to Chemistry Lab | 1 |
| CHM 132 | Organic and Biochemistry | 4 |
| CHM 151 | General Chemistry I | 4 |
| CHM 152 | General Chemistry II | 4 |
| 3. GEL 113 | Historical Geology | 4 |
| GEL 120 | Physical Geology | 4 |
| GEL 230 | Environmental Geology | 4 |
| 4. PHY 110 | Conceptual Physics | 3 |
| PHY 110A | Conceptual Physics Lab | 1 |
| PHY 151 | College Physics I | 4 |
| PHY 152 | College Physics II | 4 |

*Math ..... 6 SHC*

Two courses are required. Select one or two courses from List I below or select the second course from List II below. MAT 155 is recommended to satisfy the second math requirement. Reminder: Students may not take any of these combinations: MAT 161/171 OR MAT 161 or 171 and MAT 175 OR MAT 172/175. Reminder: MAT 161 may not be offered in the future.

The following courses have mandatory labs: MAT 155, 161, 171, 172, 175, and 263. These labs are electives and are listed in the "Other Required Hours" section of this program.

**List I**

| | | |
|---|---|---|
| MAT 161 | College Algebra | 3 |
| MAT 171 | Precalculus Algebra | 3 |
| MAT 172 | Precalculus Trigonometry | 3 |
| MAT 175 | Precalculus | 4 |
| MAT 263 | Brief Calculus | 3 |
| MAT 271 | Calculus I | 4 |
| MAT 272 | Calculus II | 4 |
| MAT 273 | Calculus III | 4 |

List II

| | | |
|---|---|---|
| CIS 110 | Introduction to Computers | 3 |
| MAT 155 | Statistical Analysis | 3 |

**Total General Education Core ..... 44 SHC**

**OTHER REQUIRED HOURS (20-21 SHC)**

Other required hours may be selected from the remaining general education core and/or the electives below. ECO 151 or ECO 251 is required (listed in the general education core above). The following courses are recommended: HIS 122, HIS 131, HIS 132, PED 110, and SOC 213 or 240.

| | | |
|---|---|---|
| ACA 111 | College Student Success (not transferable) | 1 |
| ART 121 | Design I | 3 |
| ART 122 | Design II | 3 |
| ART 131 | Drawing I | 3 |
| ART 132 | Drawing II | 3 |
| ART 171 | Computer Art I | 3 |
| ART 240 | Painting I | 3 |
| ART 241 | Painting II | 3 |
| ART 261 | Photography I | 3 |

| | | |
|---|---|---|
| ART 262 | Photography II | 3 |
| ART 271 | Computer Art II | 3 |
| ART 283 | Ceramics I | 3 |
| ART 284 | Ceramics II | 3 |
| BUS 115 | Business Law I | 3 |
| CIS 115 | Intro to Programming and Logic | 3 |
| CJC 111 | Intro to Criminal Justice | 3 |
| CJC 121 | Law Enforcement Operations | 3 |
| CJC 141 | Corrections | 3 |
| CSC 151 | JAVA Programming | 3 |
| DRA 170 | Play Production I | 3 |
| DRA 171 | Play Production II | 3 |
| EDU 216 | Foundations in Education | 4 |
| ENG 125 | Creative Writing I | 3 |
| ENG 126 | Creative Writing II | 3 |
| ENG 272 | Southern Literature | 3 |
| ENG 273 | African-American Literature | 3 |
| ENG 274 | Literature by Women | 3 |
| FRE 181 | Elementary French Lab1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GEO 131 | Physical Geography I | 4 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HIS 116 | Current World Problems | 3 |
| HIS 122 | Western Civilization II | 3 |
| HIS 131 | American History I | 3 |
| HIS 132 | American History II | 3 |
| HIS 221 | African-American History | 3 |
| HIS 228 | History of the South | 3 |
| HIS 229 | History of the Old South | 3 |
| HUM 230 | Leadership Development | 3 |
| MAT 155A | Statistical Analysis Lab | 1 |
| MAT 161A | College Algebra Lab | 1 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 172A | Precalculus Trig Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| MAT 263A | Brief Calculcus Lab | 1 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics I | 1 |
| PED 117 | Weight Training I | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense--Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 145 | Basketball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PED 170 | Backpacking | 1 |
| PED 174 | Wilderness Pursuits | 1 |
| PED 178 | In-line Skating | 1 |
| PED 179 | Roller Skating | 1 |
| PED 186 | Dancing for Fitness | 1 |
| PED 187 | Social Dance-Beginning | 1 |
| PSY 259 | Human Sexuality | 3 |
| PSY 263 | Educational Psychology | 3 |
| SOC 213 | Sociology of the Family | 3 |
| SOC 230 | Race and Ethnic Relations | 3 |
| SOC 232 | Social Context of Aging | 3 |
| SOC 234 | Sociology of Gender | 3 |
| SOC 240 | Social Psychology | 3 |
| SOC 242 | Sociology of Deviance | 3 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |

**Total Semester Hours of Other Required Hours..... 20-21**

**Total Requirement in Semester Hours..... 64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**Recommended Courses:** ENG 112; one foreign language; HIS 121; HIS 122; HIS 131; HIS 132; MAT 155 and MAT 155A; PED 110; POL 120; and SOC 213 or SOC 240.

# ASSOCIATE IN FINE ARTS PRE-MAJOR

## *Drama*

**A.F.A. DEGREE (A1020C)**

**It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 28 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt. Since this premajor has only 28 credit hours in the general education core, students may be required to fulfill their basic stud-**

**ies requirement after they transfer. When students have completed the general education core and the electives required for this program of study, students are advised to take additional core classes to fulfill their free electives. Early contact with a senior institution is important before a student enroll in this program.**

The Drama premajor is designed for students who plan to receive a Bachelor of Fine Arts Degree in Drama. The general education core consists of 28 semester hour credits.

This program enables students to concentrate in one or more of three areas: Acting for the Stage, Acting for Television and Film, and Technical Theatre. Students who wish to concentrate their studies in live theatrical performance should take courses which refine their abilities to communicate on stage. Students whose emphasis is on Television and Film Acting should take courses such as Teleplay Production, Acting for the Camera, and Videography. All students who are considering performance should take DRA 130 (Acting I) and DRA 122 (Oral Interpretation) before they enter classes in their concentration areas. Students who are interested in technical theatre should take courses in Stagecraft, Lighting, Sound Technology, Costuming and Makeup.

While the courses in the Drama premajor are not taught every semester, each course is taught at least once per year. When planning a class schedule, students should consider the frequency of the course offerings.

Since requirements vary, each student should first contact the senior institution of choice to determine the specific requirements of that institution and to determine whether it is better to complete the Drama premajor or the Associate in Arts: General Studies program or the minimum transfer hours of the receiving institution. Some senior institutions offer a Bachelor in Fine Arts degree while others offer a Bachelor in Arts degree. Depending on the institution of choice, some students will not have satisfied the general education core or the basic studies requirements even if the students complete this degree. Before students may enroll in the Theater Department, some institutions require them to audition. Prospective Drama premajors should first be advised by an admissions counselor at the senior institution before they enroll in this program or seek advising from a CFCC counselor or advisor.

Students who successfully complete this program and meet admissions requirements at the receiving institution, will be eligible to transfer to some private senior institutions in North Carolina and to the following UNC institutions as juniors: ASU, ECU, FSU, NCCU, NCSA, UNCA, UNCCH, UNCC, UNCG, and WCU.

**Semester Hours Credit**

**GENERAL EDUCATION CORE .....(28 SHC)**

**English Composition.....6 SHC**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| | and | |
| ENG 112 | Argument-Based Research | 3 |
| | or | |
| ENG 113 | Literature-Based Research | 3 |
| | or | |
| ENG 114 | Professional Research and Reporting | 3 |

**Humanities/Fine Arts.....3 SHC**

Select one of the following literature courses:

| | | |
|---|---|---|
| ENG 131 | Introduction to Literature | 3 |
| ENG 231 | American Literature I | 3 |
| ENG 232 | American Literature II | 3 |
| ENG 233 | Major American Writers | 3 |
| ENG 241 | British Literature I | 3 |
| ENG 242 | British Literature II | 3 |
| ENG 251 | Western World Literature I | 3 |
| ENG 252 | Western World Literature II | 3 |
| ENG 261 | World Literature I | 3 |
| ENG 262 | World Literature II | 3 |

**Speech/Communication.....3 SHC**

| | | |
|---|---|---|
| COM 110 | Intro to Communication | 3 |
| | or | |
| COM 120 | Interpersonal Communication | 3 |
| | or | |
| COM 231 | Public Speaking | 3 |

**Social/Behavioral Sciences .....9 SHC**

Select **three** courses from **three** of the following areas: anthropology, economics, history, political science, psychology, and sociology. One course must be a history course. The following course is recommended: PSY 150.

| | | | |
|---|---|---|---|
| 1. | ANT 210 | General Anthropology | 3 |
| | ANT 220 | Cultural Anthropology | 3 |
| 2. | ECO 151 | Survey of Economics | 3 |
| | ECO 251 | Prin of Microeconomics | 3 |
| | ECO 252 | Prin of Macroeconomics | 3 |
| 3. | HIS 115 | Intro to Global History | 3 |
| | HIS 121 | Western Civilization I | 3 |
| | HIS 122 | Western Civilization II | 3 |
| | HIS 131 | American History I | 3 |
| | HIS 132 | American History II | 3 |
| 4. | POL 110 | Intro to Political Science | 3 |
| | POL 120 | American Government | 3 |
| | POL 210 | Comparative Government | 3 |
| | POL 220 | International Relations | 3 |

| | | | |
|---|---|---|---|
| 5. | PSY 150 | General Psychology | 3 |
| | PSY 241 | Developmental Psychology | 3 |
| | PSY 281 | Abnormal Psychology | 3 |
| 6. | SOC 210 | Introduction to Sociology | 3 |
| | SOC 213 | Sociology of the Family | 3 |
| | SOC 220 | Social Problems | 3 |
| | SOC 230 | Race and Ethnic Relations | 3 |
| | SOC 240 | Social Psychology | 3 |

**Natural Sciences/Mathematics.....7 SHC**

*Natural Sciences.* ..... *4 SHC*

Select one course, including accompanying laboratory work, from the biological and/or physical science disciplines. Reminder: BIO 140, CHM 131, and PHY 110 have mandatory labs

| | | | |
|---|---|---|---|
| 1. | BIO 110 | Principles of Biology | 4 |
| | BIO 111 | General Biology I | 4 |
| | BIO 111 | General Biology I | 4 |
| | BIO 140 | Environmental Biology | 3 |
| | BIO 140A | Environmental Biology Lab | 1 |
| 2. | CHM 131 | Intro to Chemistry | 3 |
| | CHM 131A | Intro to Chemistry Lab | 1 |
| | CHM 151 | General Chemistry I | 4 |
| 3. | GEL 113 | Historical Geology | 4 |
| | GEL 120 | Physical Geology | 4 |
| | GEL 230 | Environmental Geology | 4 |
| 4. | PHY 110 | Conceptual Physics | 3 |
| | PHY 110A | Conceptual Physics Lab | 1 |
| | PHY 151 | College Physics I | 4 |

*Math* ..... *3 SHC*

One math is required. If students select a second math as an elective, they may not take any of these combinations: MAT 161/171 or MAT 161 or 171/MAT 175 or MAT 172/175. (Reminder: MAT 161 is being phased out.)

The following courses have mandatory labs: MAT 140, 161, 171, and 175. These labs are electives and are listed in the Other Required Hours section of this program.

| | | |
|---|---|---|
| MAT 140 | Survey of Mathematics | 3 |
| MAT 161 | College Algebra | 3 |
| MAT 171 | Precalculus Algebra | 3 |
| MAT 175 | Precalculus | 4 |

**OTHER REQUIRED HOURS .....(36-37 SHC)**

The following drama courses are required (14 SHC):

| | | |
|---|---|---|
| DRA 120 | Voice for Performance | 3 |
| DRA 130 | Acting I | 3 |
| DRA 131 | Acting II | 3 |
| DRA 140 | Stagecraft I | 3 |
| DRA 145 | Stage Make-up | 2 |

Select one of the following play production courses (3 SHC):

| | | |
|---|---|---|
| DRA 170 | Play Production I | 3 |
| DRA 171 | Play Production II | 3 |
| DRA 270 | Play Production III | 3 |
| DRA 271 | Play Production IV | 3 |

Select 6 SHC from the following:

| | | |
|---|---|---|
| DRA 122 | Oral Interpretation | 3 |
| DRA 128 | Children's Theatre | 3 |
| DRA 141 | Stagecraft II | 3 |
| DRA 142 | Costuming | 3 |
| DRA 211 | Theatre History I | 3 |
| DRA 212 | Theatre History II | 3 |
| DRA 260 | Directing | 3 |

Other required hours should be selected from the remaining general education courses, the remaining electives above, and/or the electives listed below.

| | | |
|---|---|---|
| ACA 111 | College Student Success (not transferable) | 1 |
| ACC 120 | Prin of Financial Accounting | 4 |
| ACC 121 | Prin of Managerial Accounting | 4 |
| ART 111 | Art Appreciation | 3 |
| ART 114 | Art History Survey I | 3 |
| ART 115 | Art History Survey II | 3 |
| ART 116 | Survey of American Art | 3 |
| ART 117 | Non-Western Art History | 3 |
| ART 121 | Design I | 3 |
| ART 122 | Design II | 3 |
| ART 131 | Drawing I | 3 |
| ART 132 | Drawing II | 3 |
| ART 171 | Computer Art I | 3 |
| ART 214 | Portfolio and Resume | 1 |
| ART 231 | Printmaking I | 3 |
| ART 232 | Printmaking II | 3 |
| ART 240 | Painting I | 3 |
| ART 241 | Painting II | 3 |
| ART 261 | Photography I | 3 |
| ART 262 | Photography II | 3 |
| ART 264 | Digital Photography I | 3 |
| ART 265 | Digital Photography II | 3 |
| ART 266 | Videography I | 3 |
| ART 267 | Videography II | 3 |
| ART 271 | Computer Art II | 3 |
| ART 281 | Sculpture I | 3 |
| ART 282 | Sculpture II | 3 |
| ART 283 | Ceramics I | 3 |
| ART 284 | Ceramics II | 3 |
| ART 288 | Studio | 3 |
| BIO 112 | General Biology II | 4 |
| CHM 132 | Organic and Biochemistry | 4 |
| CHM 152 | General Chemistry II | 4 |
| CIS 110 | Introduction to Computers | 3 |
| CIS 115 | Intro to Programming and Logic | 3 |
| COM 111 | Voice and Diction I | 3 |
| COM 250 | Public Communication | 3 |
| CSC 151 | JAVA Programming | 3 |
| DRA 111 | Theatre Appreciation | 3 |
| DRA 126 | Storytelling | 3 |
| DRA 175 | Teleplay Production I | 3 |
| DRA 176 | Teleplay Production II | 3 |
| EDU 216 | Foundations in Education | 4 |

| | | |
|---|---|---|
| ENG 125 | Creative Writing I | 3 |
| ENG 126 | Creative Writing II | 3 |
| ENG 132 | Introduction to Drama | 3 |
| ENG 133 | Introduction to the Novel | 3 |
| ENG 272 | Southern Literature | 3 |
| ENG 273 | African-American Literature | 3 |
| ENG 274 | Literature by Women | 3 |
| FRE 111 | Elementary French I | 3 |
| FRE 112 | Elementary French II | 3 |
| FRE 181 | Elementary French Lab 1 | 1 |
| FRE 182 | Elementary French Lab 2 | 1 |
| FRE 211 | Intermediate French I | 3 |
| FRE 212 | Intermediate French II | 3 |
| FRE 281 | Intermediate French Lab 3 | 1 |
| FRE 282 | Intermediate French Lab 4 | 1 |
| GEO 131 | Physical Geography I | 4 |
| GER 111 | Elementary German I | 3 |
| GER 112 | Elementary German II | 3 |
| GER 181 | Elementary German Lab 1 | 1 |
| GER 182 | Elementary German Lab 2 | 1 |
| GER 211 | Intermediate German I | 3 |
| GER 212 | Intermediate German II | 3 |
| GER 281 | Intermediate German Lab 3 | 1 |
| GER 282 | Intermediate German Lab 4 | 1 |
| HIS 116 | Current World Problems | 3 |
| HIS 221 | African-American History | 3 |
| HIS 228 | History of the South | 3 |
| HIS 229 | History of the Old South | 3 |
| HUM 110 | Technology and Society | 3 |
| HUM 115 | Critical Thinking | 3 |
| HUM 160 | Introduction to Film | 3 |
| HUM 161 | Advanced Film Studies | 3 |
| HUM 230 | Leadership Development | 3 |
| MAT 140A | Survey of Mathematics Lab | 1 |
| MAT 155 | Statistical Analysis | 3 |
| MAT 155A | Statistical Analysis Lab | 1 |
| MAT 161A | College Algebra Lab | 1 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| MAT 172 | Precalculus Trigonometry | 3 |
| MAT 172A | Precalculus Trig Lab | 1 |
| MAT 175A | Precalculus Lab | 1 |
| MAT 263 | Brief Calculus | 3 |
| MAT 263A | Brief Calculus Lab | 1 |
| MUS 110 | Music Appreciation | 3 |
| MUS 111 | Fundamentals of Music | 3 |
| MUS 112 | Introduction to Jazz | 3 |
| MUS 113 | American Music | 3 |
| MUS 114 | Non-Western Music | 3 |
| MUS 121 | Music Theory I | 4 |
| MUS 123 | Music Composition | 1 |
| MUS 131 | Chorus I | 1 |
| MUS 132 | Chorus II | 1 |
| MUS 135 | Jazz Ensemble I | 1 |
| MUS 136 | Jazz Ensemble II | 1 |
| MUS 141 | Ensemble I | 1 |
| MUS 142 | Ensemble II | 1 |
| MUS 151 | Class Music I | 1 |
| MUS 152 | Class Music II | 1 |
| MUS 161 | Applied Music I | 2 |
| MUS 162 | Applied Music II | 2 |
| MUS 214 | Electronic Music I | 2 |
| MUS 215 | Electronic Music II | 2 |
| MUS 253 | Big Band | 1 |
| MUS 261 | Applied Music III | 2 |
| MUS 262 | Applied Music IV | 2 |
| PED 110 | Fit and Well for Life | 2 |
| PED 113 | Aerobics I | 1 |
| PED 115 | Step Aerobics | 1 |
| PED 122 | Yoga I | 1 |
| PED 125 | Self-Defense--Beginning | 1 |
| PED 128 | Golf-Beginning | 1 |
| PED 130 | Tennis-Beginning | 1 |
| PED 143 | Volleyball-Beginning | 1 |
| PED 147 | Soccer | 1 |
| PED 148 | Softball | 1 |
| PHI 210 | History of Philosophy | 3 |
| PHI 215 | Philosophical Issues | 3 |
| PHI 220 | Western Philosophy I | 3 |
| PHI 221 | Western Philosophy II | 3 |
| PHI 230 | Introduction to Logic | 3 |
| PHI 240 | Introduction to Ethics | 3 |
| PHI 250 | Philosophy of Science | 3 |
| PHY 152 | College Physics II | 4 |
| PSY 259 | Human Sexuality | 3 |
| PSY 263 | Educational Psychology | 3 |
| REL 110 | World Religions | 3 |
| REL 111 | Eastern Religions | 3 |
| REL 112 | Western Religions | 3 |
| REL 211 | Intro to Old Testament | 3 |
| REL 212 | Intro to New Testament | 3 |
| REL 221 | Religion in America | 3 |
| SPA 111 | Elementary Spanish I | 3 |
| SPA 112 | Elementary Spanish II | 3 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 151 | Hispanic Literature | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Elementary Spanish Lab 1 | 1 |
| SPA 182 | Elementary Spanish Lab 2 | 1 |
| SPA 211 | Intermediate Spanish I | 3 |
| SPA 212 | Intermediate Spanish II | 3 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPA 281 | Intermediate Spanish Lab 3 | 1 |
| SPA 282 | Intermediate Spanish Lab 4 | 1 |
| SOC 232 | Social Context of Aging | 3 |
| SOC 234 | Sociology of Gender | 3 |
| SOC 242 | Sociology of Deviance | 3 |

**Total Semester Hours of Other Required Hours..... 36-37**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Recommended Course: PSY 150.

# ASSOCIATE IN GENERAL EDUCATION

**A.G.E. DEGREE (A10300)**

The Associate in General Education (AGE) curriculum is designed for individuals who wish to broaden their education, with emphasis on personal interest, growth, and development. The two year General Education program provides students opportunities to study English, literature, fine arts, philosophy, social science, and science and mathematics at the college level. All courses in the program are college-level courses which can be selected based upon a student's personal interests rather than specific technical or professional requirements. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research and Reporting | 3 |
| Humanities/Fine Arts Elective | | 3 |
| Social/Behavioral Sciences Elective | | 3 |
| Natural Sciences/Mathematics Elective | | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| CIS 110 | Introduction to Computers | 2 |
| | or | |
| CIS 111 | Basic PC Literacy | 2 |
| Free Electives | | 47 |

**Free electives may be any college transfer or vocational technical course as selected by the student and approved by the student's advisor. CJC 100 and TRP 100 do not meet the requirements for this degree.**

**Total Credits ..... 64/65**

# ASSOCIATE IN APPLIED SCIENCE, DIPLOMA, AND CERTIFICATE PROGRAMS

## *Accounting*

**A.A.S. DEGREE (A25100)**
**DIPLOMA (D25100)**
**CERTIFICATE (C25100)**

### Associate in Applied Science Program

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the language of business, accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research & Reporting | 3 |
| 3 SHC Natural Science, or Math 115 or higher | | 3 |
| Social/Behavioral Science Elective | | 3 |
| Humanities/Fine Arts Elective | | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| ACC 120 | Principles of Financial Accounting I | 4 |
| ACC 121 | Principles of Managerial Accounting | 4 |
| ACC 122 | Principles of Financial Accounting II | 3 |
| ACC 129 | Individual Income Taxes | 3 |
| ACC 130 | Business Income Tax | 3 |
| ACC 140 | Payroll Accounting | 3 |
| ACC 150 | Accounting Software Applications | 2 |
| ACC 220 | Intermediate Accounting I | 4 |
| ACC 221 | Intermediate Accounting II | 4 |
| BUS 115 | Business Law | |
| BUS 121 | Business Math | 3 |

| | | |
|---|---|---|
| BUS 137 | Principles of Management | 3 |
| BUS 225 | Business Finance | 3 |
| CIS 111 | Basic PC Literacy | 2 |
| CTS 130 | Spreadsheet Concepts | 3 |
| DBA 110 | Database Concepts | 3 |
| ECO 151 | Survey of Economics | 3 |

**III. Accounting Electives**

*Students are required to take at least 3 SHC from the following:*

| | | |
|---|---|---|
| ACC 180 | Practices in Bookeeping | 3 |
| BUS 239 | Business Applications Seminar | 2 |
| BUS 280 | R.E.A.L. Small Business | 4 |
| COE 111(AC) | Co-op Experience I | 1 |
| COE 121(AC) | Co-op Experience II | 1 |
| COE 131(AC) | Co-op Experience III | 1 |
| OST 136 | Word Processing | 2 |
| BUS 125 | Personal Finance | 3 |
| MKT 120 | Principles of Marketing | 3 |
| MKT 223 | Customer Service | 3 |

**Total Credits ..... 70/71**

| FALL SEMESTER I | FALL SEMESTER II |
|---|---|
| ACC 120 | ACC 121 |
| BUS 115 | ACC 129 |
| BUS 121 | ACC 220 |
| CIS 111 | BUS 225 |
| ENG 111 | ECO 151 |
| Social/Behav Science Elect | |

| SPRING SEMESTER I | SPRING SEMESTER II |
|---|---|
| ACC 122 | ACC 140 |
| DBA 110 | ACC 150 |
| ENG 114 | ACC 221 |
| 3 SHC Natural Science, | ACC 130 |
| or MAT 115 or higher | CTS 120 |
| Humanities/Fine Arts Elect | Accounting Elective |
| BUS 137 | |

## *Accounting*

### Diploma Program

The courses in this diploma program will transfer into the Associate in Applied Science Degree program.

| FALL SEMESTER I | SUMMER SEMESTER I |
|---|---|
| ACC 120 | DBA 110 |
| BUS 115 | CTS 130 |
| BUS 121 | ECO 151 |
| CIS 111 | |
| ENG 111 | |

**SPRING SEMESTER I**

ACC 121
ACC 122
ACC 129
ACC 140
ACC 150

## *Accounting*

### Certificate Program

This program is designed to prepare students to perform fundamental accounting applications. Students that enter this program will have specific training in basic financial accounting, payroll, and accounting technology, including instruction in computer technology and software specific to the accounting field. The courses in this certificate program will transfer into the Associate of Applied Science Degree and the Diploma in Accounting.

| FALL SEMESTER I | SPRING SEMESTER I |
|---|---|
| ACC 120 | ACC 122 |
| BUS 121 | ACC 140 |
| CIS 111 | ACC 150 |
| | CTS 130 |

# *Air Conditioning, Heating, and Refrigeration Technology*

**DIPLOMA (D35100)**
**CERTIFICATE (C35100)**

### Diploma Program

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools, and instruments.

Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| ENG 101 | Applied Communications I | 3 |
| MAT 101 | Applied Mathematics I | 3 |
| **II. Major Courses** | | |
| AHR 110 | Introduction to Refrigeration | 5 |
| AHR 111 | HVACR Electricity | 3 |
| AHR 112 | Heating Technology | 4 |
| AHR 113 | Comfort Cooling | 4 |
| AHR 114 | Heat Pump Technology | 4 |
| AHR 115 | Refrigeration Systems | 2 |
| AHR 130 | HVAC Controls | 3 |

| | | |
|---|---|---|
| AHR 133 | HVAC Servicing | 4 |
| AHR 140 | All-Weather Systems I | 2 |
| AHR 151 | HVAC Duct Systems I | 2 |
| AHR 211 | Residential System Design | 3 |
| CIS 111 | Basic PC Literacy | 2 |

**Total Credits: 44**

**FALL SEMESTER I**
AHR 110
AHR 111
AHR 112
AHR 151
MAT 101

**SUMMER SEMESTER I**
AHR 114
AHR 140
AHR 211
CIS 111

**SPRING SEMESTER I**
AHR 113
AHR 115
AHR 130
AHR 133
ENG 101

## *Air Conditioning, Heating, and Refrigeration Technology*

**Certificate Program** *(EVENINGS)*

**FALL SEMESTER I**
AHR 110

**SPRING SEMESTER I**
AHR 114
AHR 111 (Effective Spring 2006)

# *Architectural Technology*

**A.A.S. DEGREE (A40100)**

### Associate in Applied Science Program

The Architectural Technology curriculum prepares individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as complete a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government. At participating universities, graduates may continue their education toward a bachelor's degree in related fields.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| Social/Behavioral Science Elective | | 3 |
| COM 110 | Intro to Communication | 3 |
| ENG 111 | Expository Writing | 3 |
| Humanities/Fine Arts Elective | | 3 |
| MAT 121 | Algebra/Trigonometry I | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| ARC 111 | Introduction to Architectural Technology | 3 |
| ARC 112 | Construction Materials and Methods | 4 |
| ARC 113 | Residential Architectural Technology | 3 |
| ARC 114 | Architectural CAD | 2 |
| ARC 114A | Architectural CAD Lab | 1 |
| ARC 131 | Building Codes | 3 |
| ARC 211 | Light Construction Technology | 3 |
| ARC 213 | Design Project | 4 |
| ARC 220 | Advanced Architect CAD | 2 |
| ARC 221 | Architectural 3-D CAD | 3 |
| ARC 230 | Environmental Systems | 4 |
| ARC 231 | Architectural Presentations | 4 |
| ARC 235 | Architectural Portfolio | 3 |
| ARC 241 | Contract Administration | 2 |
| ARC 250 | Survey of Architecture | 3 |
| ARC 264 | Digital Architecture | 2 |
| CIS 111 | Basic PC Literacy | 2 |
| MAT 122 | Algebra/Trigonometry II | 3 |
| PHY 131 | Physics/Mechanics | 4 |

**Total Credits 70**

**FALL SEMESTER I**
ARC 111
ARC 112
CIS 111
ENG 111
Elect
MAT 121

**FALL SEMESTER II**
ARC 211
ARC 221
ARC 231
Social/Behav. Science
PHY 131

**SPRING SEMESTER I**
ARC 113
ARC 114
ARC 114A
ARC 131
COM 110
MAT 122

**SPRING SEMESTER II**
ARC 213
ARC 235
ARC 241
ARC 250
ARC 264
Humanities/Fine Arts Elect

**SUMMER SEMESTER I**
ARC 220
ARC 230

# *Associate Degree Nursing (RN)*

**See Nursing Programs page 147.**

# *Autobody Repair*

**DIPLOMA (D60100)**
**CERTIFICATE (C60100)**

## Diploma Program

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, mig welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised, independent garages, or they may become self-employed.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| ENG 101 | Applied Communications I | 3 |
| MAT 101 | Applied Mathematics I | 3 |
| **II. Major Courses** | | |
| AUB 111 | Painting and Refinishing I | 4 |
| AUB 112 | Painting and Refinishing II | 4 |
| AUB 114 | Special Finishes | 2 |
| AUB 121 | Non-Structural Damage I | 3 |
| AUB 122 | Non-Structural Damage II | 4 |
| AUB 131 | Structural Damage I | 4 |
| AUB 132 | Structural Damage II | 4 |
| AUB 134 | Auto Body MIG Welding | 3 |
| AUB 136 | Plastics and Adhesives | 3 |
| AUB 141 | Mechanical and Electrical Components | 3 |
| AUB 162 | Autobody Estimating | 2 |
| AUT 171 | Heating & Air Conditioning | 3 |
| CIS 111 | Basic PC Literacy | 2 |
| **Total Credits:** | | **47** |

| FALL SEMESTER I | SUMMER SEMESTER I |
|---|---|
| AUB 111 | AUB 114 |
| AUB 121 | AUB 136 |
| AUB 131 | AUB 162 |
| AUB 134 | AUT 171 |
| CIS 111 | |
| MAT 101 | |

**SPRING SEMESTER I**
AUB 112
AUB 122
AUB 132
AUB 141
ENG 101

### *Autobody Repair*
### Certificate Program

| FALL SEMESTER I | SPRING SEMESTER I |
|---|---|
| AUB 121 | AUB 111 |
| AUB 134 | AUB 131 |

# *Automotive Mechanics*

## (Automotive Systems Technology)

**A.A.S. DEGREE (A60160)**
**CERTIFICATE (C60160A)**

## Associate in Applied Science Program

The Automotive Mechanics curriculum prepares individuals for employment as Automotive Service Technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| ENG 111 | Expository Writing | 3 |
| Humanities/Fine Art Elective | | 3 |
| MAT 120 | Geometry and Trigonometry | 3 |
| Social/Behavioral Science Elective | | 3 |
| **II. Major Courses** | | |
| AUT 111 | Basic Auto Technology | 2 |
| AUT 115 | Engine Fundamentals | 3 |
| AUT 116 | Engine Repair | 2 |
| AUT 141 | Suspension & Steering Systems | 4 |
| AUT 151 | Brake Systems | 3 |
| AUT 152 | Brake Systems Lab | 1 |
| AUT 161 | Electrical Systems | 4 |
| AUT 164 | Automotive Electronics | 3 |
| AUT 171 | Heating and Air Conditioning | 3 |
| AUT 181 | Engine Performance-Electrical | 3 |
| AUT 183 | Engine Performance-Fuels | 3 |
| AUT 184 | Engine Performance-Fuels Lab | 1 |
| AUT 221 | Automatic Transmissions | 4 |
| AUT 222 | Advanced Auto Drive Trains | 3 |
| AUT 231 | Manual Drive Trains/Axles | 3 |
| AUT 241 | Advanced Chassis/Suspension | 4 |
| AUT 271 | Advanced Heating & Air Conditioning | 3 |
| AUT 281 | Advanced Engine Performance | 3 |
| AUT 282 | Engine Electrical Management | 6 |
| CIS 111 | Basic PC Literacy | 2 |

**III. Automotive Mechanics Electives**
*Students are required to take 3 SHC from the following:*

| | | |
|---|---|---|
| COM 110 | Introduction to Communication | 3 |
| COM 120 | Interpersonal Communication | 3 |
| COM 231 | Public Speaking | 3 |

**Total Credits: 75**

| FALL SEMESTER I | FALL SEMESTER II |
|---|---|
| AUT 111 | AUT 221 |
| AUT 115 | AUT 222 |
| AUT 151 | AUT 241 |
| AUT 161 | AUT 281 |
| Communication Elective | MAT 120 |

| SPRING SEMESTER I | SPRING SEMESTER II |
|---|---|
| AUT 116 | AUT 231 |
| AUT 141 | AUT 271 |
| AUT 152 | AUT 282 |
| AUT 164 | ENG 111 |
| AUT 171 | Social/Behav. Science Elect |
| CIS 111 | |

**SUMMER SEMESTER I**
AUT 181
AUT 183
AUT 184
Humanities/Fine Art Elect

## *Automotive Mechanics*
**Certificate Program**

| FALL SEMESTER I | SPRING SEMESTER I |
|---|---|
| AUT 111 | AUT 151 |
| AUT 115 | AUT 161 |

# *Basic Law Enforcement Training*
**CERTIFICATE (C55120)**

### Certificate Program
The Basic Law Enforcement Training curriculum Certification Examination mandated by the North Carolina Criminal Justice Education and Training Standard Commission and/or it prepares individuals to take the Justice Officers Basic Training Certification Examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of the curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriff's Commission. The student satisfactory completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county, and municipal governments in North Carolina. In addition, knowledge, skills, and abilities acquired in this course of study qualify one for job opportunities with private enterprises in such areas as industrial, retail, and private security.

Students who succesfully complete the BLET Program can receive credit for CSC 120, CJC 131 and CJC 221.

**CJC 100 - Law Enforcement Training**
Prerequisite: Sponsorship letter required, approval of Director, and Reading Score of 39 on ASSET, 57 on CPT or better.

This course is designed to provide the student with basic skills and basic knowledge necessary to perform those tasks essential to function in law enforcement. The course consists of 602 hours of instruction in the following topic areas:

| | |
|---|---|
| Course Orientation | 4 |
| Physical Fitness Training | 54 |
| Ethics of Professional Law Enforcement | 4 |
| Arrest, Search & Seizure/Constitutional Law | 28 |
| Elements of Criminal Law | 24 |
| Communication Skills for Law Enforcement Officers | 8 |
| Law Enforcement Radio Procedures & Communication Systems | 8 |
| Field Notetaking & Report Writing | 12 |
| Interviews: Field & In-Custody | 16 |
| Subject Control/Arrest Techniques | 40 |
| Juvenile Laws & Procedures | 8 |
| Fingerprinting & Photographing Arrestees | 6 |
| Dealing with Victims & the Public | 10 |
| Firearms | 48 |
| Criminal Investigation | 34 |
| ABC Laws and Procedures | 4 |
| Motor Vehicle Law | 20 |
| Law Enforcement Driver Training | 40 |
| Crime Prevention Techniques | 6 |
| First Responder | 40 |
| Domestic Violence Response | 12 |
| Controlled Substances | 12 |
| Techniques of Traffic Law Enforcement | 24 |
| In-Custody Transportation | 8 |
| Traffic Accident Investigation | 20 |
| Explosives & Hazardous Material Emergencies | 12 |
| Individuals with Mental Illness and Retardation | 8 |
| Crowd Management | 12 |
| Preparing for & Testifying In Court | 14 |
| Patrol Techniques | 22 |
| Sheriff's Responsibilities: Detention Duties | 4 |
| Sheriff's Responsibilities: Court Duties | 6 |
| Civil Process | 24 |
| Testing | 20 |
| Anti-Terrorism | 4 |
| Rapid Deployment | 8 |
| **Total Hours** | **624** |
| **Total Credits** | **19** |

# *Boat Building*

**DIPLOMA (D35120)**
**CERTIFICATE (C35120)**

## Diploma Program

The Boat Building program prepares individuals for employment in the boat manufacturing and repair industry. Today's boat builders are skilled craftspeople who can create complex shapes out of a wide variety of materials.

Course work includes reading marine blueprints, lofting, constructing bird cages, building forms, and the safe and proper use of hand and power tools. Wood and composite boat building, production moldmaking, and interior cabinetry and joinery are also covered.

Graduates may find employment with yacht manufacturer's or with other companies needing wood furniture or moldings fabricated and installed. Other employment opportunities can be found in the fiberglass industry and in boat maintenance and repair yards.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| ENG 101 | Applied Communications I | 3 |
| MAT 101 | Applied Mathematics I | 3 |
| **II. Major Courses** | | |
| BTB 101 | Boat Building I | 10 |
| BTB 102 | Boat Building II | 9 |
| BTB 103 | Yacht Joiner Practices I | 4 |
| BTB 104 | Yacht Joiner Practices II | 3 |
| BTB 105 | Yacht Repair/Renovation | 5 |
| CIS 111 | Basic PC Literacy | 2 |
| DFT 100 | Marine Drafting | 2 |
| FBG 100 | Fiberglass Mold Making | 5 |
| **Total Credits:** | | **46** |

| FALL SEMESTER I | SUMMER SEMESTER I |
|---|---|
| BTB 101 | BTB 104 |
| CIS 111 | BTB 105 |
| DFT 100 | FBG 100 |
| MAT 101 | |

**SPRING SEMESTER I**
BTB 102
BTB 103
ENG 101

## *Boat Building*

### Certificate Program

(EVENINGS)

| | | Semester Hour Credits |
|---|---|---|
| **Major Courses** | | |
| BTB 101A | Boat Building IA | 5 |
| BTB 101B | Boat Building IB | 5 |
| DFT 100 | Marine Drafting | 2 |
| **Total Credits:** | | **12** |

| FALL SEMESTER I | SPRING SEMESTER I |
|---|---|
| BTB 101A | BTB 101B |
| DFT 100 | |

# *Business Administration*

**A.A.S. DEGREE (A25120)**
**CERTIFICATE (C25120B)**

## Associate in Applied Science Program

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| Social/Behavioral Science Elective | | 3 |
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research & Reporting | 3 |
| Humanities/Fine Arts Elective | | 3 |
| 3 SHC Natural Science, or MAT 115 or higher | | 3 |
| **II. Major Courses** | | |
| ACC 120 | Principles of Financial Accounting I | 4 |
| ACC 121 | Principles of Managerial Accounting | 4 |
| ACC 122 | Principles of Financial Accounting II | 3 |
| ACC 129 | Individual Income Taxes | 3 |
| BUS 115 | Business Law | 3 |
| BUS 121 | Business Math or BUS 125 Personal Finance | 3 |
| BUS 137 | Principles of Management | 3 |
| BUS 225 | Business Finance | 3 |
| BUS 239 | Business Applications Seminar | 2 |
| CIS 111 | Basic PC Literacy | 2 |
| CTS 130 | Spreadsheet Concepts | 3 |

| | | |
|---|---|---|
| DBA 110 | Database Concepts | 3 |
| ECO 151 | Survey of Economics | 3 |
| MKT 120 | Principles of Marketing | 3 |
| OMT 156 | Problem Solving Skills | 3 |
| OST 131 | Keyboarding | 2 |
| OST 136 | Word Processing | 2 |

**III. Business Administrative Electives**

*Students are required to take at least 3 SHC from the following:*

| | | |
|---|---|---|
| ACC 220 | Intermediate Accounting I | 4 |
| ACC 150 | Accounting Software Applications | 2 |
| BAF 110 | Principles of Banking | 3 |
| BAF 111 | Teller Training | 3 |
| BAF 142 | Deposit Operations | 3 |
| BAF 232 | Consumer Lending | 3 |
| BUS 125 | Personal Finance | 3 |
| BUS 230 | Small Business Management | 3 |
| BUS 240 | Business Ethics | 3 |
| BUS 280 | R.E.A.L. Small Business | 4 |
| COE 111(BA) | Co-op Work Experience I | 1 |
| COE 121(BA) | Co-op Work Experience II | 1 |
| COE 131(BA) | Co-op Work Experience III | 1 |
| MKT 223 | Customer Service | 3 |

**Total Credits ..... 67/68**

| FALL SEMESTER I | FALL SEMESTER II |
|---|---|
| ACC 120 | ACC 121 |
| BUS 115 | ACC 129 |
| BUS 121 or BUS 125 | BUS 225 |
| CIS 111 | ECO 151 |
| ENG 111 | MKT 120 |
| OST 131 | |

| SPRING SEMESTER I | SPRING SEMESTER II |
|---|---|
| Social/Behav Science Elect | BUS 137 |
| ACC 122 | BUS 239 |
| DBA 110 | CTS 130 |
| ENG 114 | OMT 156 |
| OST 136 | Business Elective |
| 3 SHC Natural Science, or Humanities/Fine Arts Elect. | |
| MAT 115 or higher or 3 SHC Natural Science | |

## *Business Administration Banking and Finance*

### Certificate Program

Banking and finance is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and other businesses.

**Semester Hour Credits**

**Major Courses**

| | | |
|---|---|---|
| BAF 110 | Principles of Banking | 3 |
| BAF 111 | Teller Training | 3 |
| BAF 232 | Consumer Lending | 3 |
| BUS 125 | Personal Finance | 3 |
| CIS 111 | Basic PC Literacy | 2 |
| MKT 223 | Customer Service | 3 |

**Total Credits: ..... 17**

| FALL SEMESTER I | SPRING SEMESTER I |
|---|---|
| BAF 110 | BAF 232 |
| BAF 111 | BUS 125 |
| CIS 111 | MKT 223 |

# *Carpentry*

**DIPLOMA (D35180)**
**CERTIFICATE (C35180)**

### Diploma Program

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters and other related job title

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| ENG 101 | Applied Communications I | 3 |
| MAT 101 | Applied Mathematics I | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| BPR 130 | Blueprint Reading/Construction | 2 |
| CAR 110 | Introduction to Carpentry | 2 |
| CAR 111 | Carpentry I | 8 |
| CAR 112 | Carpentry II | 8 |
| CAR 113 | Carpentry III | 6 |
| CAR 114 | Residential Building Codes | 3 |
| CAR 115 | Residential Planning/Estimating | 3 |

**Total Credits: ..... 38**

**FALL SEMESTER I**
CAR 110
CAR 111
BPR 130
MAT 101

**SUMMER SEMESTER I**
CAR 113
CAR 114

**SPRING SEMESTER I**
CAR 112
CAR 115
ENG 101

## *Carpentry*
### Certificate Program

| | | Semester Hour Credits |
|---|---|---|
| **Major Courses** | | |
| BPR 130 | Blueprint Reading/Construction | 2 |
| CAR 110 | Introduction to Carpentry | 2 |
| CAR 111 | Carpentry I | 8 |
| CAR 114 | Residential Building Codes | 3 |
| CAR 115 | Residential Planning/Estimating | 3 |
| **Total Credits:** | | **18** |

**FALL SEMESTER I**
BPR 130
CAR 110
CAR 111

**SUMMER SEMESTER I**
CAR 114

**SPRING SEMESTER I**
CAR 115

# *Chemical Technology*
**A.A.S. DEGREE (A20120)**

### Associate in Applied Science Program
The Chemical Technology curriculum prepares individuals for work as analytical technicians in chemical laboratories associated with chemical production, environmental concerns, pharmaceuticals, or general analysis.

Course work includes general chemistry, organic chemistry, introductory chemical engineering, qualitative analysis, and quantitative analysis, including such instrumental techniques as spectroscopy (UV-Vis, IR, AA) and chromatography (GC, LC, IC). Students also utilize computerized data collection, reduction, and graphic presentation.

Graduates should qualify as entry-level chemical laboratory technicians. Their duties may include chemical solution preparation, raw material, product, or environmental sampling, and/or sample testing via wet chemistry or instrumental techniques. All Chemical Technology students must complete American Red Cross certification or equivalent in First Aid and Adult Cardio-Pulmonary Resuscitation (C.P.R.) for graduation.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| ENG 111 | Expository Writing | 3 |
| COM 110 | Introduction to Communication | 3 |
| Humanities/Fine Arts Elective | | 3 |
| MAT 121 | Algebra/Trigonometry I | 3 |
| MAT 122 | Algebra/Trigonometry II | 3 |
| PHY 131 | Physics - Mechanics | 4 |
| Social/Behavioral Science Elective | | 3 |
| **II. Major Courses** | | |
| BIO 110 | Principles of Biology | 4 |
| BIO 175 | Microbiology | 3 |
| CTC 111 | Basic Chemistry I | 7 |
| CTC 112 | Basic Chemistry II | 7 |
| CTC 120 | Organic Chemistry I | 2 |
| CTC 140 | Unit Processes | 6 |
| CTC 220 | Organic Chemistry II | 6 |
| CTC 230 | Organic Chemistry III | 5 |
| CTC 240 | Industrial Analysis I | 5 |
| CTC 250 | Industrial Analysis II | 5 |
| **Total Credits** | | **72** |

**FALL SEMESTER I**
CTC 111
ENG 111
MAT 121
Social/Behav Science Elect

**FALL SEMESTER II**
BIO 110
CTC 220
CTC 240

**SPRING SEMESTER I**
CTC 112
CTC 120
COM 110
MAT 122

**SPRING SEMESTER II**
BIO 175
CTC 230
CTC 250
Humanities/Fine Arts Elect

**SUMMER SEMESTER I**
CTC 140
PHY 131

# *Community Spanish Interpreter*

**A.A.S. Degree (A55370)**
**Diploma (D55370)**
**Basic Certificate (C55370B)**
**Advanced Certificate (C55370A)**

**Note: The program is listed for information only. CFCC is only offering limited classes at present. Check with the Public Service Department Chair for current status.**

## Associate in Applied Science Program

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research and Reporting | 3 |
| Natural Science Elective or MAT 115 or higher | | 3 |
| Social/Behavioral Science Elective | | 3 |
| Humanities/Fine Arts Elective | | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| SPA 111 | Elementary Spanish I | 3 |
| SPA 112 | Elementary Spanish II | 3 |
| SPA 120 | Spanish for the Workplace | 3 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 161 | Cultural Immersion | 3 |
| SPA 181 | Spanish Lab I | 1 |
| SPA 182 | Spanish Lab II | 1 |
| SPA 211 | Intermediate Spanish I | 3 |
| SPA 212 | Intermediate Spanish II | 3 |
| SPA 215 | Spanish Phonetics/Structure | 3 |
| SPA 221 | Spanish Conversation | 3 |
| SPA 231 | Reading and Comprehension | 3 |
| SPA 281 | Spanish Lab III | 1 |
| SPA 282 | Spanish Lab IV | 1 |
| SPI 113 | Intro to Spanish Interpretation | 3 |
| SPI 114 | Analytical Skills Spanish Interp | 3 |
| SPI 213 | Review of Grammar | 3 |
| SPI 214 | Intro to Translation | 3 |
| SPI 245 | Community Interpreting I | 3 |
| COE 115(CS) | Work Experience Seminar I | 1 |

**III. Other Major Courses**

| | | |
|---|---|---|
| COE 111(CS) | Co-op Work Experience I | 1 |
| CIS 111 | Basic PC Literacy | 2 |
| SPI 245 | Community Interpreting I | 3 |

**Total Credits ..... 68**

**FALL SEMESTER I**
CIS 111
ENG 111
MAT 140
SPA 111
SPA 141
SPA 181

**FALL SEMESTER II**
SPA 212
SPA 215
SPA 282
SPI 213
SPI 214

**SPRING SEMESTER I**
ENG 114
PSY 150
SPA 112
SPA 182
SPI 113
SPA 161

**SPRING SEMESTER II**
COE 111
COE 115
SPA 221
SPA 231
SPI 245

**SUMMER SEMESTER**
SPA 120
SPA 211
SPA 281
SPI 114

## *Community Spanish Interpreter* Diploma Program

**I. Major Courses**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| Social/Behavioral Science Elective | | 3 |
| SPA 111 | Elementary Spanish I | 3 |
| SPA 112 | Elementary Spanish II | 3 |
| SPA 120 | Spanish In The Workplace | 3 |
| SPA 181 | Spanish Lab I | 1 |
| SPA 182 | Spanish Lab II | 1 |
| SPA 211 | Intermediate Spanish I | 3 |
| SPA 281 | Spanish Lab III | 1 |
| SPI 113 | Introduction To Spanish Interpreting | 3 |
| SPI 114 | Analytical Skills Spanish Interp | 3 |
| SPI 213 | Review of Grammar | 3 |
| SPI 214 | Intro to Translation | 3 |
| SPI 245 | Community Interpreting I | 3 |

**Total Credits ..... 36**

| FALL SEMESTER | SUMMER SEMESTER |
|---|---|
| ENG111 | SPA 211 |
| SPA 111 | SPA 281 |
| SPA 181 | SPI 213 |
| SPI 113 | SPI 214 |

Social/Behavioral Science Elective

**SPRING SEMESTER**
SPA 112
SPA 182
SPA 120
SPA 114
SPA 245

## *Community Spanish Interpreter Certificate Programs*

CFCC will offer two distinct certificates in the Community Spanish Interpreter program: the basic certificate and the advanced certificate.

### Basic Certificate

The basic certificate is designed to provide persons with little or no Spanish-speaking experience the language skills necessary to communicate effectively in the community. More specifically, it is ideal for a student to add this certificate as a double major with his/her principal curriculum, such as Business Administration, Associate Degree Nursing, or any major, to provide additional communication skills becoming increasingly necessary in today's global workplace.

**I. Major Courses**

| | | |
|---|---|---|
| SPA 111 | Elementary Spanish I | 3 |
| SPA 112 | Elementary Spanish II | 3 |
| SPA 120 | Spanish for the Workplace | 3 |
| SPA 211 | Intermediate Spanish I | 3 |
| SPA 212 | Intermediate Spanish II | 3 |
| SPA 221 | Spanish Conversation | 3 |
| **Total Hours** | | **18** |

| FALL SEMESTER I | FALL SEMESTER II |
|---|---|
| SPA 111 | SPA 212 |
| | SPA 221 |

**SPRING SEMESTER I**
SPA 112

**SUMMER SEMESTER**
SPA 120
SPA 211

### Advanced Certificate

The advanced certificate is designed to provide persons with Spanish-speaking experience (native or otherwise) the opportunity to further improve their proficiency and especially for native speakers to hone their reading and writing skills in their native language. In addition, actual practice interpreting and a co-op within the community are included as the students choosing this curriculum already have proven proficiency through SPA 212 and have skills equivalent to the basic certificate described above before beginning this advanced certificate and will be better equipped to facilitate communication between Spanish-only and non-Spanish-speaking members of the community.

**Major Courses**

| | | |
|---|---|---|
| SPA 215 | Spanish Phonetics & the Structure of Language | 3 |
| SPA 231 | Reading and Composition | 3 |
| SPI 213 | Review of Grammar. | 3 |
| SPI 114 | Analytical Skills for Spanish Interpreting | 3 |
| SPI 214 | Introduction to Translation | 3 |
| SPI 245 | Community Spanish Interpreting I | 3 |
| **Total Hours** | | **18** |

| FALL SEMESTER I | FALL SEMESTER II |
|---|---|
| SPA 215 | SPI 214 |
| SPI 213 | SPI 245 |

**SPRING SEMESTER I**
SPA 231

**SUMMER SEMESTER**
SPI 114

# *Computer Engineering Technology*

**A.A.S. DEGREE (A40160)**
**CERTIFICATE-NETWORKING (C40160N)**
**CERTIFICATE-WEB DEVELOPMENT (C40160W)**

## Associate in Applied Science Program

The Computer Engineering Technology curriculum provides the skills required to install, service, and maintain computers, peripherals, networks, and microprocessor and computer controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems.

Course work includes mathematics, physics, electronics, digital circuits and programming, with emphasis on the operation, use, and interfacing of memory and devices to the CPU. Additional topics may include communications, networks, operating systems, programming languages, Internet configuration and design, and industrial applications.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring a knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| COM 110 | Intro to Communications | 3 |
| ENG 111 | Expository Writing | 3 |
| Humanities/Fine Arts Elective | | 3 |
| MAT 121 | Algebra/Trigonometry I | 3 |
| Social/Behavioral Science Elective | | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| CET 111 | Computer Upgrade/Repair I | 3 |
| CET 211 | Computer Upgrade/Repair II | 3 |
| CET 245 | Internet Servers | 3 |
| CIS 11O | Introduction to Computers | 3 |
| CSC 133 | C Programming | 3 |
| CSC 151 | Java Programming | 3 |
| ELC 131 | DC/AC Circuit Analysis | 5 |
| ELN 131 | Electronic Devices | 4 |
| ELN 133 | Digital Electronics | 4 |
| ELN 232 | Intro To Microprocessors | 4 |
| ELN 237 | Local Area Networks | 3 |
| ELN 238 | Advanced LANs | 3 |
| MAT 122 | Algebra/Trigonometry II | 3 |
| NOS 110 | Operating System Concepts | 3 |
| PHY 131 | Physics-Mechanics | 4 |
| WEB 110 | Internet Fundamentals | 3 |
| WEB 240 | Internet Security | 3 |

**III. Computer Engineering Electives**

*Students are required to take 3 SHC from the following:*

| | | |
|---|---|---|
| CSC 258 | Java Enterprise Programs | 3 |
| WEB 285 | Emerging Web Technologies | 3 |

**Total Credits: 75**

**FALL SEMESTER I**
CET 111
CIS 110
ELC 131
ENG 111
MAT 121

**FALL SEMESTER II**
CSC 151
ELN 133
ELN 237
WEB 240
Social/Behav.Science Elect

**SPRING SEMESTER I**
CET 211
CSC 133
ELN 131
MAT 122
WEB 110

**SPRING SEMESTER II**
Computer Eng Elective
CET 245
ELN 232
ELN 238
Humanities/Fine Arts Elect

**SUMMER SEMESTER I**
COM 110
NOS 110
PHY 131

# *Computer Engineering Technology* NETWORKING

## Certificate Program

The Computer Engineering Technology Networking certificate program prepares individuals for the following type of entry level position: Computer Repair Technician, Computer Technician, Hardware/Software Installer, Network Technician, Network Administrator, Network Installer, and Network support Specialist. Upon completion of this certificate program, the student will be prepared for and may elect to take the following certification tests: A+, Network+, Certified NetWare Administrator, iNET +.

**Semester Hour Credits**

**II. Major Courses**

| | | |
|---|---|---|
| CIS 110 | Introduction to Computers | 3 |
| CET 111 | Computer Upgrade and Repair I | 3 |
| CET 211 | Computer Upgrade and Repair II | 3 |
| ELN 237 | Local Area Networks | 3 |
| ELN 238 | Advanced LANs | 3 |
| WEB 110 | Internet Fundamentals | 3 |

**Total Hours 18**

**FALL SEMESTER I**
CIS 110
CET 111

**SUMMER SEMESTER I**
ELN 238
WEB 110

**SPRING SEMESTER I**
CET 210
ELN 237

## *Computer Engineering Technology*
## WEB DEVELOPMENT
### Certificate Program

The Computer Engineering Technology Web Development certificate program prepares individuals for the following type of entry level position: Web Manager, Web Page Designer, Web Site Developer, and Web Technician.

| | | Semester Hour Credits |
|---|---|---|
| **II. Major Courses** | | |
| CET 245 | Internet Servers | 3 |
| CIS 110 | Introduction to Computers | 3 |
| CSC 133 | C Programming | 3 |
| CSC 151 | Java Programming | 3 |
| CSC 258 | Java Enterprise Programs | 3 |
| WEB 110 | Internet Fundamentals | 3 |
| **Total Hours** | | **18** |

**FALL SEMESTER I**
CIS 110
CSC 133

**SUMMER SEMESTER I**
CET 245
CSC 258

**SPRING SEMESTER I**
CSC 151
WEB 110

# *Computer Information Technology*

**A.A.S. DEGREE (A25260)**
**CERTIFICATE (C25260)**

### Associate in Applied Science Program

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

Course work prepares students to take the Comp/TIA, CCNA, A+, and CISCO™ Certified Network Associate (CCNA) exams for industry certification.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| COM 110 | Introduction to Communication | 3 |
| ENG 111 | Expository Writing | 3 |
| HUM 110 | Technology and Society | 3 |
| MAT 121 | Algebra/Trignometry I | 3 |
| PSY 150 | Introduction to Psychology | 3 |
| **II. Major Courses** | | |
| ACC 120 | Principles of Accounting I | 4 |
| CIS 110 | Introduction to Computers | 3 |
| CIS 115 | Intro to Programming and Logic | 3 |
| CTS 115 | IS Business Concepts | 3 |
| CTS 120 | Hardware/Software Support | 3 |
| CTS 285 | Systems Analysis and Design | 3 |
| CTS 289 | Systems Support Project | 3 |
| DBA 110 | Database Concepts | 3 |
| NOS 110 | Operating System Concepts | 3 |
| NOS 130 | Windows Single User | 3 |
| NOS 230 | Windows Admin I | 3 |
| NET 125 | Routing and Switching I | 3 |
| NET 126 | Routing and Switching II | 3 |
| SEC 110 | Security Concepts | 3 |
| WEB 210 | Web Design | 3 |
| **III. Other Required Courses** (select 9 credit hours) | | |
| BUS 121 | Business Math | 3 |
| CTS 130 | Spreadsheet Concepts | 3 |
| NET 175 | Wireless Technology | 3 |
| NET 225 | Advanced Router and Switching I | 3 |
| NET 226 | Advanced Router and Switching II | 3 |
| **Total Hours** | | **70** |

**FALL SEMESTER I**
CTS 115
CTS 120
CIS 110
HUM 110
ACC 120

**FALL SEMESTER II**
WEB 210
NOS 130
CTS 285
COM 110
Elective

**SPRING SEMESTER I**
SEC 110
NOS 110
CIS 115
DBA 110
NET 125

**SPRING SEMESTER II**
Elective
CTS 289
NOS 230
Elective
PSY 150

**SUMMER SEMESTER I**
ENG 111
MAT 121
NET 126

## *Computer Information Technology*
### Certificate Program

**Semester Hour Credits**

**II. Major Courses**

| | | |
|---|---|---|
| CIS 110 | Introduction to Computers | 3 |
| CTS 115 | IS Business Concepts | 3 |
| CTS 120 | Hardware/Software Support | 3 |
| DBA 110 | Database Concepts | 3 |
| NOS 130 | Windows Single User | 3 |
| SEC 110 | Security Concepts | 3 |

**Total Hours ..... 18**

| FALL SEMESTER I | SPRING SEMESTER I |
|---|---|
| CTS 115 | SEC 110 |
| CTS 120 | DBA 110 |
| CIS 110 | NOS 130 |

# *Cosmetology*

**DIPLOMA (D55140)**
**CERTIFICATE (C55140)**
**CERTIFICATE-COSMETOLOGY INSTRUCTORS (C55160)**
**CERTIFICATE-ESTHETICS (C55230)** **see page 120**
**CERTIFICATE-MANICURING/NAIL TECHNOLOGY (C55400)** **see page 140**

### Diploma Program

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and as skin/nail specialists, platform artists, and related business.

The listed courses, CFCC Cosmetology competencies, NC State Board Performances and a minimum of 1500 hours are required for graduation.

This curriculum complies with the standard approved by the State Board of Community Colleges

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| ENG 101 | Applied Communications I | 3 |
| ENG 102 | Applied Communications II | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| COS 111 | Cosmetology Concepts I | 4 |
| COS 112 | Salon I | 8 |
| COS 113 | Cosmetology Concepts II | 4 |
| COS 114 | Salon II | 8 |
| COS 115 | Cosmetology Concepts III | 4 |
| COS 116 | Salon III | 4 |

**III. Cosmetology Electives**

*Minimum of 9 SHC required for diploma.*

| | | |
|---|---|---|
| COS 117 | Cosmetology Concepts IV | 2 |
| COS 118 | Salon IV | 7 |
| COS 240 | Contemporary Design | 2 |

**Total Credits ..... 47**

| FALL & SPRING SEM I | SUMMER SEMESTER I |
|---|---|
| COS 111 | COS 115 |
| COS 112 | COS 116 |
| ENG 101 | |

| FALL & SPRING SEM I | FALL & SPRING SEM II |
|---|---|
| COS 113 | COS 117 |
| COS 114 | COS 118 |
| | ENG 102 |

## *Cosmetology*
### Certificate Program

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| COS 111 | Cosmetology Concepts I | 4 |
| COS 112 | Salon I | 8 |
| COS 113 | Cosmetology Concepts II | 4 |
| COS 114 | Salon II | 8 |
| COS 115 | Cosmetology Concepts III | 4 |
| COS 116 | Salon III | 4 |

**II. Cosmetology Electives**

*Students should take a minimum of 2 SHC from the following:*

| | | |
|---|---|---|
| COS 117 | Cosmetology Concepts IV | 2 |
| COS 118 | Salon IV | 7 |
| COS 240 | Contemporary Design | 2 |

**Total Credits ..... 34**

| FALL SEMESTER I | SUMMER SEMESTER I |
|---|---|
| COS 111 | COS 115 |
| COS 112 | COS 116 |

**SPRING SEMESTER I**
COS 113
COS 114
Cosmetology Elective

## *Cosmetology Instructors*
### Certificate Program
*To enter program, student must be a licensed cosmetologist.*

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| COS 271 | Instructors Concepts I | 5 |
| COS 272 | Instructors Practicum I | 7 |
| COS 273 | Instructors Concepts II | 5 |
| COS 274 | Instructors Practicum II | 7 |
| **Total Credits** | | **24** |

Because the State mandates a minimum number of contact hours for State Certification, this class may exceed the limits for a standard certificate class.

| FALL SEMESTER I | SPRING SEMESTER I |
|---|---|
| COS 271 | COS 273 |
| COS 272 | COS 274 |

# *Criminal Justice Technology*
**A.A.S. DEGREE (A55180)**

### Associate in Applied Science Program
The Criminal Justice Technology curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of law enforcement services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement provides an opportunity to study other generally accepted subjects included in a law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services provides an opportunity to study other generally accepted subjects related to a security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquires in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| BIO 111 | General Biology I | 4 |
| COM 231 | Public Speaking | 3 |
| ENG 111 | Expository Writing | 3 |
| MAT 120 | Geometry/ Trigonometry I | 3 |
| SOC 210 | Intro To Sociology | 3 |
| Humanities/Fine Arts Elective | | 3 |
| **II. Major Courses** | | |
| CJC 111 | Introduction to Criminal Justice | 3 |
| CJC 112 | Criminology | 3 |
| CJC 113 | Juvenile Justice | 3 |
| CJC 131 | Criminal Law | 3 |
| CJC 212 | Ethics & Community Relations | 3 |
| CJC 221 | Investigative Principal | 4 |
| CJC 231 | Constitutional Law | 3 |
| **III. Other Major Courses** | | |
| CIS 111 | Basic PC Literacy | 2 |
| CJC 114 | Investigatory Photo | 2 |
| CJC 121 | Law Enforcement Operations | 3 |
| CJC 132 | Court Proc & Evidence | 3 |
| CJC 141 | Corrections | 3 |
| CJC 213 | Substance Abuse | 3 |
| CJC 215 | Organization & Adm. | 3 |
| CJC 222 | Criminalistics | 3 |
| CJC 232 | Civil Liability | 3 |
| CJC 245 | Friction Ridge Analysis | 3 |
| CJC 250 | Forensic Biology | 2 |
| COE 111(CJ) | Co-op Work Experience | 1 |
| COE 115(CJ) | Co-op Work Experience Seminar I | 1 |
| SPA 120 | Spanish for the Workplace | 3 |
| **Total Credits:** | | **74** |

## *Criminal Justice Technology*
**(DAY)**

| FALL SEMESTER I | FALL SEMESTER II |
|---|---|
| CJC 111 | CJC 114 |
| CJC 131 | CJC 213 |
| CJC 132 | CJC 215 |
| ENG 111 | COM 231 |
| Humanities/Fine Arts Elect | SOC 210 |

| SPRING SEMESTER I | SPRING SEMESTER II |
|---|---|
| BIO 111 | CJC 245 |
| CIS 111 | CJC 222 |
| CJC 112 | CJC 232 |
| CJC 121 | MAT 120 |
| CJC 231 | COE 111(CJ) |
| SPA 120 | COE 115(CJ) |

**SUMMER SEMESTER I**
CJC 113
CJC 141
CJC 212
CJC 221

## *Criminal Justice Technology*

**(NIGHT PROGRAM) BEGINNING FALL, 2003 AND EACH ODD NUMBER YEAR THEREAFTER.**

| | |
|---|---|
| **FALL SEMESTER I** | **FALL SEMESTER III** |
| ENG 111 | CJC 121 |
| CJC 111 | SPA 120 |
| **SPRING SEMESTER I** | **SPRING SEMESTER III** |
| CJC 131 | CJC 114 |
| CJC 132 | CJC 215 |
| **SUMMER SEMESTER I** | **SUMMER SEMESTER III** |
| CJC 231 | CJC 213 |
| CJC 141 | SOC 210 |
| **FALL SEMESTER II** | **FALL SEMESTER IV** |
| BIO 110 | CJC 232 |
| Humanities/Fine Arts Elect | COM 231 |
| **SPRING SEMESTER II** | **SPRING SEMESTER IV** |
| CJC 112 | CIS 111 |
| CJC 113 | MAT 120 |
| **SUMMER SEMESTER II** | **SUMMER SEMESTER IV** |
| CJC 112 | CJC 222 |
| CJC 221 | CJC 245 |
| **FALL SEMESTER V** | |
| COE 111 | |
| COE 115 | |

# *Culinary Technology*

**A.A.S. DEGREE (A55200)**
**CERTIFICATE (C55200)**

### Associate in Applied Science Program

The Culinary Technology curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities.

Course offerings emphasize practical application, a strong theoretical knowledge base, and professionalism and provides the critical competencies to successfully meet industry demands. Courses also include sanitation, food/beverage service and control, baking, garde manger, American/international cuisines, food production, and hospitality supervision.

Graduates should qualify for entry-level positions such as line cook, station chef, and assistant pastry chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service manager.

| | | **Semester Hour Credits** |
|---|---|---|
| **I. General Education Courses** | | |
| COM 110 | Intro to Communications | 3 |
| ENG 111 | Expository Writing | 3 |
| Humanities/Fine Arts Elective | | 3 |
| MAT 115 or higher | | 3 |
| Social/Behavioral Science Elective | | 3 |
| **II. Major Courses** | | |
| COE 110(CU) | World of Work | 1 |
| COE 111(CU) | Co-op Work Experience I | 1 |
| COE 115(CU) | Work Experience Seminar I | 1 |
| COE 121(CU) | Co-op Work Experience II | 1 |
| COE 125(CU) | Work Experience Seminar II | 1 |
| COE 131(CU) | Co-op Work Experience III | 1 |
| CUL 110 | Sanitation and Safety | 2 |
| CUL 110A | Sanitation and Safety Lab | 1 |
| CUL 120 | Purchasing | 2 |
| CUL 120A | Purchasing Lab | 1 |
| CUL 125 | Hospitality Information Systems | 2 |
| CUL 135 | Food and Beverage Service | 2 |
| CUL 135A | Food and Beverage Service Lab | 1 |
| CUL 140 | Basic Culinary Skills | 5 |
| CUL 150 | Food Science | 2 |
| CUL 160 | Baking I | 3 |
| CUL 170 | Garde Manger I | 3 |
| CUL 240 | Advanced Culinary Skills | 5 |
| HRM 245 | Hospitality Human Resource Mgt. | 3 |
| NUT 110 | Nutrition | 3 |
| **III. Culinary Technology Electives (1)** | | |
| *Students must take at least 5 SHC from the following:* | | |
| CUL 180 | International/Regional Cuisine | 5 |
| CUL 250 | Classical Cuisine | 5 |
| *Students must take at least 5 SHC from the following:* | | |
| CUL 180 | International/Regional Cuisine | 5 |
| CUL 250 | Classical Cuisine | 5 |
| CUL 210 | Food Service for Special Populations | 5 |
| CUL 214 | Wine Appreciation | 2 |
| CUL 220 | Food Service for Special Operations | 5 |
| CUL 260 | Baking II | 3 |
| CUL 270 | Garde Manger II | 3 |
| CUL 280 | Pastries and Confections | 3 |
| HRM 135 | Facilities Management | 2 |
| HRM 225 | Beverage Management | 2 |
| *Students must take at least 4 SHC from the following:* | | |
| HRM 220 | Food and Beverage Control | 3 |
| HRM 220A | Food and Beverage Control Lab | 1 |
| **Total Credits** | | **70** |

**FALL SEMESTER I**
CUL 110
CUL 110A
CUL 125
CUL 135
CUL 135A
CUL 140
CUL 150
CUL 170

**SPRING SEMESTER I**
COE 110(CU)
CUL 130
CUL 160
CUL 240
MAT 115 or higher
NUT 110

**SUMMER SEMESTER I**
COE 111(CU)
COE 115(CU)

**FALL SEMESTER II**
COE 121(CU)
COE 125(CU)
COM 110
CUL 120
CUL 120A
Culinary Elective
HRM 220
HRM 220A

**SPRING SEMESTER II**
COE 131(CU)
Culinary Elective
ENG 111
HRM 245
Humanities/Fine Arts Elect
Social/Behav Science Elect

## *Culinary Technology*
### Certificate Program

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| COE 110(CU) | World of Work | 1 |
| COE 111(CU) | Co-op Work Experience | 1 |
| COE 115(CU) | Co-op Work Experience Seminar I | 1 |
| CUL 110 | Sanitation and Safety | 2 |
| CUL 140 | Basic Culinary Skills | 5 |
| CUL 170 | Garde Manger I | 3 |
| CUL 240 | Advanced Culinary Skills | 5 |
| **Total Credits** | | **18** |

**FALL SEMESTER I**
CUL 110
CUL 140
CUL 170

**SPRING SEMESTER I**
COE 110(CU)
CUL 240

**SUMMER SEMESTER I**
COE 111(CU)
COE 115(CU)

# *Customer Service*
**CERTIFICATE (C25120)**

### Certificate Program
This program stresses the importance of customer relations in the business world. Emphasis is placed on developing communication tools, understanding the business environment and learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to understand and communicate with customers and resolve problems and complaints.

| | | Semester Hour Credits |
|---|---|---|
| **Major Courses** | | |
| BUS 137 | Principles of Management | 3 |
| BUS 240 | Business Ethics | 3 |
| CIS 111 | Basic PC Literacy | 2 |
| MKT 223 | Customer Service | 3 |
| MKT 120 | Principles of Marketing | 3 |
| | or | |
| BUS 121 | Business Math | 3 |
| **Total Hours** | | **14** |

**FALL SEMESTER I**
BUS 137
BUS 240
CIS 111

**SPRING SEMESTER I**
MKT 223
MKT 120 or BUS 121

# *Dental Assisting*

**DIPLOMA (D45240)**

*This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.*

## Diploma Program

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

"The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653."

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| ENG 102 | Applied Communications II | 3 |
| PSY 118 | Interpersonal Psychology | 3 |
| **II. Major Courses** | | |
| BIO 106 | Anatomy/Physiology/Microbiology | 3 |
| DEN 100 | Basic Orofacial Anatomy | 2 |
| DEN 101 | Preclinical Procedures I | 7 |
| DEN 102 | Dental Materials | 5 |
| DEN 103 | Dental Sciences | 2 |
| DEN 104 | Dental Health Education | 3 |
| DEN 105 | Practice Management | 2 |
| DEN 106 | Clinical Practice I | 5 |
| DEN 107 | Clinical Practice II | 5 |
| DEN 111 | Infection/Hazard Control | 2 |
| DEN 112 | Dental Radiography | 3 |
| **III. Other Required Courses** | | |
| CIS 111 | Basic PC Literacy | 22 |
| **Total Credits** | | **47** |

**FALL SEMESTER I**
BIO 106
DEN 100
DEN 101
DEN 102
DEN 111

**SUMMER SEMESTER I**
CIS 111
DEN 107
ENG 102

**SPRING SEMESTER I**
DEN 103
DEN 104
DEN 105
DEN 106
DEN 112
PSY 118

# *Dental Hygiene*

**A.A.S. DEGREE (A45260)**

*This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.*

## Associate in Applied Science Program

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

The curriculum is designed to prepare male and female students as primary preventive oral health professionals licensed to practice dental hygiene. Upon successful completion of the program, graduates will be eligible to take the national board, regional and state board examinations leading to licensure as a registered dental hygienist (R.D.H.).

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical theory and clinical practice. A combination of lecture, laboratory, and clinical experiences provide the students with knowledge in dental hygiene services, radiography, pathology, pharmacology, oral anatomy and periodontology.

Graduates may practice dental hygiene in dental offices, federal and state dental clinics, local health departments, school districts, correctional facilities, and private and public facilities for pediatric, geriatric, and other individuals/groups with special needs. Dental hygienists also participate in education, research, and sales.

The program in dental hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of accreditation without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653."

All students who wish to apply for the Dental Hygiene Program must have completed a Chemistry and Biology course in high school or college and achieve a grade of a " C" or higher. Applicants who have taken the GED may also meet this requirement if they achieved a standard score of 45 on the GED Natural Science Test. (The GED Natural Science Test will not satisfy the Chemistry requirement.) If an applicant received the GED more than five years ago, they will be required to complete a biology course. All science requirements must be completed within five years of admission into the Dental Hygiene Program.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| BIO 169 | Anatomy and Physiology II | 4 |
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research and Reporting | 3 |
| SOC 240 | Social Psychology | 3 |
| Humanities/Fine Arts Elective | | 3 |
| **II. Major Courses** | | |
| DEN 110 | Orofacial Anatomy | 3 |
| DEN 111 | Infection/Hazard Control | 2 |
| DEN 112 | Dental Radiography | 3 |
| DEN 120 | Dental Hygiene Preclinic Lecture | 2 |
| DEN 121 | Dental Hygiene Preclinic Lab | 2 |
| DEN 123 | Nutrition/Dental Health | 2 |
| DEN 124 | Periodontology | 2 |
| DEN 130 | Dental Hygiene Theory I | 2 |
| DEN 131 | Dental Hygiene Clinic I | 3 |
| DEN 140 | Dental Hygiene Theory II | 1 |
| DEN 141 | Dental Hygiene Clinic II | 2 |
| DEN 220 | Dental Hygiene Theory III | 2 |
| DEN 221 | Dental Hygiene Clinic III | 4 |
| DEN 222 | General & Oral Pathology | 2 |
| DEN 223 | Dental Pharmacology | 2 |
| DEN 224 | Materials and Procedures | 2 |
| DEN 230 | Dental Hygiene Theory IV | 1 |
| DEN 231 | Dental Hygiene Clinic IV | 4 |
| DEN 232 | Community Dental Health | 3 |
| DEN 233 | Professional Development | 2 |
| BIO 175 | General Microbiology | 3 |
| **III. Required Subject Areas:** | | |
| BIO 168 | Anatomy and Physiology I | 4 |
| **IV. Other Major Hours** | | |
| DEN 125 | Dental Office Emergencies | 1 |
| **V. Other Required Courses:** | | |
| CIS 111 | Basic PC Literacy | 2 |
| **Total Credits** | | **72** |

| FALL SEMESTER I | FALL SEMESTER II |
|---|---|
| BIO 168 | DEN 123 |
| DEN 110 | DEN 220 |
| DEN 111 | DEN 221 |
| DEN 112 | DEN 224 |
| DEN 120 | ENG 111 |
| DEN 121 | SOC 240 |
| **SPRING SEMESTER I** | **SPRING SEMESTER II** |
| BIO 169 | DEN 230 |
| CIS 111 | DEN 231 |
| DEN 124 | DEN 232 |
| DEN 130 | DEN 233 |
| DEN 131 | ENG 114 |
| DEN 223 | Humanities/Fine Arts Elect |

**SUMMER SEMESTER I**
BIO 175
DEN 125
DEN 140
DEN 141
DEN 222

Students are responsible for purchasing their own liability insurance, dental instruments, dental hand-piece, Hepatitis B vaccination and textbooks. Additional expenses are outlined in the Dental Hygiene admissions information available in the admissions office.

# *Drafting*

**See Mechanical Engineering Technology page 143.**

# *Early Childhood Associate*

**A.A.S. DEGREE (A55220)**
**DIPLOMA (D55220)**
**CERTIFICATE (C55220)**

## Associate in Applied Science Program

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research & Reporting | 3 |
| Humanities/Fine Arts Elective | | 3 |
| MAT 115 | Mathematical Models | 3 |
| PSY 150 | General Psychology | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| COE 111(ED) | Co-op Work Experience I | 1 |
| COE 115(ED) | Work Experience Seminar I | 1 |
| EDU 131 | Children, Family & Community | 3 |
| EDU 144 | Child Development I | 3 |
| EDU 145 | Child Development II | 3 |
| EDU 146 | Child Guidance | 3 |
| EDU 221 | Children with Special Needs | 3 |
| EDU 151 | Creative Activities | 3 |
| EDU 151A | Creative Activities Lab | 1 |
| EDU 153 | Health, Safety, Nutrition | 3 |
| EDU 234 | Infant, Toddler & Twos | 3 |
| EDU 251 | Exploration Activities | 3 |
| EDU 251A | Exploration Activities Lab | 1 |
| EDU 259 | Early Childhood Curriculum Planning | 3 |
| EDU 261 | Early Childhood Administration | 2 |
| EDU 262 | Early Childhood Administration II | 3 |
| EDU 271 | Educational Technology | 3 |
| EDU 280 | Language and Literacy Exp. | 3 |
| EDU 280A | Language and Literacy Exp. Lab | 1 |
| SOC 210 | Introduction to Sociology | 3 |
| SOC 213 | Sociology of the Family | 3 |

**III. Early Childhood Electives**

*Students are required to take at least 2 SHC from the following:*

| | | |
|---|---|---|
| EDU 188 | Issues in Early Childhood | 2 |
| EDU 235 | School Age Dev. & Program | 2 |
| EDU 263 | Dev. School Age Prog. | 2 |

and

*Select 4 SHC from the following courses:*

| | | |
|---|---|---|
| EDU 111 | Early Childhood Cred I | 2 |
| EDU 112 | Early Childhood Credential II | 2 |
| EDU 113 | Family Credential | 2 |
| EDU 119 | Early Childhood Education | 4 |

**IV. Other Required Courses**

| | | |
|---|---|---|
| CIS 111 | Basic PC Literacy | 2 |

**Total Credits ..... 76**

**FALL SEMESTER I**
Early Childhood 2 SHC Elect
EDU 271
ENG 111
MAT 115
PSY 150

**FALL SEMESTER II**
EDU 145
EDU 151
EDU 151A
EDU 234
EDU 259
EDU 261
Humanities/Fine Arts Elect

**SPRING SEMESTER I**
EDU 131
EDU 144
EDU 146
EDU 153
SOC 210
Early Childhood 4 SHC Elect

**SPRING SEMESTER II**
COE 111(ED)
COE 115(ED)
EDU 221
EDU 251
EDU 251A
EDU 262
EDU 263
SOC 213

**SUMMER SEMESTER I**
CIS 111
ENG 114
Humanities/Fine Arts Elective (if offered)

## *Early Childhood Associate*
### Diploma Program

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| ENG 111 | Expository Writing | 3 |
| PSY 150 | General Psychology | 3 |
| **II. Major Courses** | | |
| COE 111(ED) | Co-op Work Experience I | 1 |
| COE 115(ED) | Work Experience Seminar I | 1 |
| EDU 111 | Early Childhood Credential I | 2 |
| EDU 112 | Early Childhood Credential II | 2 |
| or | | |
| EDU 113 | Family Credential | 2 |
| EDU 131 | Children, Family & Community | 3 |
| EDU 144 | Child Development I | 3 |
| EDU 145 | Child Development II | 3 |
| EDU 146 | Child Guidance | 3 |
| EDU 221 | Children with Special Needs | 3 |
| **IV. Other Required Courses** | | |
| CIS 111 | Basic PC Literacy | 2 |
| **V. Other Major Courses** | | |
| EDU 153 | Health, Safety and Nutrition | 3 |
| EDU 188 | Early Childhood Issues | 2 |
| | or | |
| EDU 235 | School Age Dev. & Program | 2 |
| EDU 234 | Infants, Toddlers and Twos | 3 |
| **Total Credits** | | **41** |

| FALL SEMESTER I | FALL SEMESTER II |
|---|---|
| Early Childhood 2 SHC Elect | EDU 145 |
| EDU 111 | EDU 234 |
| ENG 111 | |
| PSY 150 | |

| SPRING SEMESTER I | SPRING SEMESTER II |
|---|---|
| EDU 112 | COE 111(ED) |
| EDU 113 | COE 115(ED) |
| EDU 131 | EDU 221 |
| EDU 144 | |
| EDU 146 | |
| EDU 153 | |

**SUMMER SEMESTER I**
CIS 111

## *Early Childhood Associate*
### Certificate Program

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| EDU 111 | Early Childhood Credential I | 2 |
| EDU 112 | Early Childhood Credential II | 2 |
| | or | |
| EDU 113 | Family Credential | 2 |
| EDU 131 | Child, Family and Community | 3 |
| EDU 144 | Child Development I | 3 |
| EDU 146 | Child Guidance | 3 |
| PSY 150 | General Psychology | 3 |
| **Total Credits** | | **16** |

(Offered over two semesters)

# *Electrical/Electronics Technology*

**A.A.S. DEGREE (A35220)**
**DIPLOMA (D35220)**
**CERTIFICATE (C35220)**

### Associate in Applied Science Program

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electrical/electronic systems.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research & Reporting | 3 |
| Humanities/Fine Arts Elective | | 3 |
| MAT 121 | Algebra/Trigonometry 1 | 3 |
| Social/Behavioral Science Elective | | 3 |
| **II. Major Courses** | | |
| BPR 130 | Blueprint Reading/Construction | 2 |
| CIS 111 | Basic PC Literacy | 2 |
| ELC 112 | DC/AC Electricity | 5 |
| ELC 113 | Basic Wiring I | 4 |
| ELC 114 | Basic Wiring II | 4 |
| ELC 115 | Industrial Wiring | 4 |
| ELC 117 | Motors and Controls | 4 |
| ELC 118 | National Electrical Code | 2 |

| | | |
|---|---|---|
| ELC 119 | NEC Calculations | 2 |
| ELC 125 | Diagrams & Schematics | 2 |
| ELC 128 | Introduction to PLC | 3 |
| ELC 228 | PLC Applications | 4 |
| ELN 133 | Digital Electronics | 4 |
| ELN 229 | Industrial Electronics | 4 |
| ELN 131 | Electronic Devices | 4 |
| HYD 110 | Hydraulics/Pneumatics I | 3 |

**III. Electrical/Electronics Electives**
*Students must take 2 SHC from the following:*

| | | |
|---|---|---|
| ELC 229 | Applications Project | 2 |
| COE 112(EE) | Co-op Work Exp I | 2 |

**Total Credits: ..... 70**

**FALL SEMESTER I**
BPR 130
CIS 111
ELC 112
ELC 113
MAT 121

**FALL SEMESTER II**
ELN 131
ELN 133
ENG 114
Humanities/Fine Arts Elect
HYD 110

**SPRING SEMESTER I**
ELC 114
ELC 117
ELC 118
ELC 125
ENG 111

**SPRING SEMESTER II**
ELC 228
Electrical/Elect Elective
ELN 229
Social/Behav Science Elect

**SUMMER SEMESTER I**
ELC 115
ELC 119
ELC 128

## *Electrical/Electronics Technology*
## Diploma Program

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| MAT 121 | Algebra/Trigonometry I | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| BPR 130 | Blueprint Reading/Construction | 2 |
| CIS 111 | Basic PC Literacy | 2 |
| ELC 112 | DC/AC Electricity | 5 |
| ELC 113 | Basic Wiring I | 4 |
| ELC 114 | Basic Wiring II | 4 |
| ELC 115 | Industrial Wiring | 4 |
| ELC 117 | Motors and Controls | 4 |
| ELC 118 | National Electrical Code | 2 |
| ELC 119 | NEC Calculations | 2 |
| ELC 125 | Diagrams & Schematics | 2 |
| ELC 128 | Introduction to PLC | 3 |

**Total Credits: ..... 40**

**FALL SEMESTER I**
BPR 130
CIS 111
ELC 112
ELC 113
MAT 121

**SUMMER SEMESTER I**
ELC 115
ELC 119
ELC 128

**SPRING SEMESTER I**
ELC 114
ELC 117
ELC 118
ELC 125
ENG 111

## *Electrical/Electronics Technology*
## Certificate Program

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| BPR 130 | Blueprint Reading/Construction | 2 |
| ELC 112 | DC/AC Electricity | 5 |
| ELC 113 | Basic Wiring I | 4 |
| ELC 117 | Motors and Controls | 4 |

**Total Credits: ..... 15**

# *Electronics Engineering Technology*

**A.A.S. DEGREE (A40200)**
**CERTIFICATE (C40200)**

## Associate in Applied Science Program

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Basic computer skills are necessary for the successful completion of this curriculum. Students entering this program should have basic computer skills.

Semester Hour Credits

**I. General Education Courses**

| | | |
|---|---|---|
| COM 110 | Intro to Communications | 3 |
| Humanities/Fine Arts Elective | | 3 |
| Social/Behavioral Science Elective | | 3 |
| ENG 111 | Expository Writing | 3 |
| MAT 121 | Algebra/Trigonometry I | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| CET 111 | Computer Upgrade and Repair | 3 |
| CET 212 | Integrated Manufacturing Systems | 2 |
| CIS 111 | Basic PC Literacy | 2 |
| CSC 133 | C Language Programming | 3 |
| ELC 128 | Intro to PLC's | 3 |
| ELC 131 | DC/AC Circuit Analysis | 5 |
| ELC 133 | Advanced Circuit Analysis | 3 |
| ELN 131 | Electronic Devices | 4 |
| ELN 132 | Linear IC Applications | 4 |
| ELN 133 | Digital Electronics | 4 |
| ELN 231 | Industrial Controls | 3 |
| ELN 232 | Intro to Microprocessors | 4 |
| ELN 234 | Communication Systems | 4 |
| ELN 235 | Data Communications | 4 |
| ELN 237 | Local Area Networks | 3 |
| MAT 122 | Algebra/Trigonometry II | 3 |
| PHY 131 | Physics- Mechanics | 4 |

**III. Electronics Engineering Technology Electives**

*Select 3 SHC from the following courses:*

| | | |
|---|---|---|
| CET 211 | Computer Upgrade & Repair II | 3 |
| EGR 110 | Intro to Engineering Tech | 2 |

**Total Credits: 76**

| FALL SEMESTER I | FALL SEMESTER II |
|---|---|
| CET 111 | ELC 128 |
| CIS 111 | ELN 133 |
| ELC 131 | ELN 234 |
| ENG 111 | ELN 237 |
| MAT 121 | CSC 133 |
| **SPRING SEMESTER I** | **SPRING SEMESTER II** |
| Electronics Eng Elective | CET 212 |
| ELC 133 | COM 110 |
| ELN 131 | ELN 232 |
| MAT 122 | ELN 235 |
| Social/Behav Science Elect | Humanities/Fine Arts Elect |

**SUMMER SEMESTER I**
ELN 231
ELN 132
PHY 131

## *Electronics Engineering Technology*
**Certificate Program** (EVENINGS)

| FALL SEMESTER I | SPRING SEMESTER I |
|---|---|
| ELC 131 | ELC 133 |
| MAT 121 | ELN 131 |

# *Esthetics Technology*
**CERTIFICATE (C55230)**

## Certificate Program
The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Semester Hour Credits

**I. Required Courses**

| | | |
|---|---|---|
| COS 119 | Esthetics Concepts I | 2 |
| COS 120 | Esthetics Salon I | 6 |
| COS 125 | Esthetics Concepts II | 2 |
| COS 126 | Esthetics Salon II | 6 |

**Total Credit: 16**

| FALL SEMESTER I | SPRING SEMESTER I |
|---|---|
| COS 119 | COS 125 |
| COS 120 | COS 126 |

# *Esthetics Instructors*
**CERTIFICATE (C55270)**

*To enter program, student must be a licensed esthetician or cosmetologist.*

Semester Hour Credits

**I. General Education Courses**

| | | |
|---|---|---|
| COS 253 | Esthetics Instructor Concepts I | 11 |
| COS 254 | Esthetics Instructor Concept II | 11 |
| **Total** | | **22** |

Because this number of hours is required to meet a state exam requirement, this class may exceed the limits for a standard certificate class.

| FALL SEMESTER I | SPRING SEMESTER II |
|---|---|
| COS 253 | COS 254 |

Minimum requirement is 600 hours as stated by the Board of Cosmetology. This program will not run every year. Effective Fall 2003.

# *Film and Video Production Technology*

**A.A.S. DEGREE (A30140) (PROPOSED)**
**DIPLOMA (D31140)**
**CERTIFICATE (C31140)**

***Note: Limited classes are offered in this program. Please check with your advisor or Student Development.***

## Associate in Applied Science Program

The Film and Video Production Technology curriculum prepares students for entry-level employment in production support and selected technical areas of film, video, and associated media production. Instruction provides training for entry-level crew and/or production and post-production assistants in many moving image media forms.

The first year content includes exposure to the entire production process. Students are taught by industry professionals who provide extensive hands-on instruction. In the second year, students receive professional training by performing in various crew positions on actual production projects.

Graduates may find employment as entry-level crew and/or production assistants in feature and short films, commercials, and industrial, educational, and documentary productions. Other opportunities include entry-level employment in pre-production and post-production areas for film and video.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| COM 110 | Intro to Communications | 3 |
| MAT 140 | Survey of Mathematics | 3 |
| MAT 140A | Survey of Mathematics Lab | 1 |
| | or | |
| MAT 171 | Precalculus Algebra | 3 |
| MAT 171A | Precalculus Algebra Lab | 1 |
| Social/Behavioral Science Elective | | 3 |
| Humanities/Fine Arts Elective | | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| FVP 111 | Introduction to Film and Video | 3 |
| FVP 112 | Art Department Operations | 3 |
| FVP 113 | Grip and Electrical I | 3 |
| FVP 114 | Camera and Lighting I | 3 |
| FVP 115 | Camera and Lighting II | 3 |
| FVP 116 | Sound Operations | 3 |
| FVP 120 | Art Department Operations II | 3 |
| FVP 130 | Grip and Electrical II | 3 |
| FVP 212 | Production Techniques I | 5 |
| FVP 213 | Production Techniques II | 5 |

**III. Other Major Courses**

| | | |
|---|---|---|
| DEA 111 | Introduction to DEAT | 3 |
| DEA 112 | 2D Design & Animation I | 3 |
| DEA 213 | 3D Design & Animation I | 3 |
| FVP 117 | Make-Up and Wardrobe | 3 |
| FVP 220 | Editing I | 3 |
| FVP 250 | Production Specialities I | 3 |
| CIS 110 | Introduction to Computers | 3 |
| COE 111(FV) | Co-op Work Experience I | 1 |
| COE 115(FV) | Co-op Education Seminar | 2 |

**Total Credits ..... 70**

| **FALL SEMESTER I** | **FALL SEMESTER II** |
|---|---|
| CIS 110 | DEA 112 |
| COM 110 | FVP 117 |
| FVP 111 | FVP 120 |
| FVP 112 | FVP 130 |
| FVP 114 | FVP 220 |
| MAT 140 or 171 | |
| MAT 140A or 171A | |

| **SPRING SEMESTER I** | **SPRING SEMESTER II** |
|---|---|
| ENG 111 | COE 111(FV) |
| FVP 113 | COE 115(FV) |
| FVP 115 | DEA 213 |
| FVP 116 | FVP 213 |
| | FVP 250 |

**SUMMER SEMESTER I**
DEA 111
FVP 212

## *Film and Video Production Technology* Diploma Program

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| COM 110 | Introduction to Communications | 3 |
| ENG 111 | Expository Writing | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| CIS 110 | Introduction to Computers | 3 |
| FVP 111 | Introduction to Film and Video | 3 |
| FVP 112 | Art Department Operations I | 3 |
| FVP 113 | Grip and Electrical I | 3 |
| FVP 114 | Camera and Lighting I | 3 |
| FVP 115 | Camera and Lighting II | 3 |
| FVP 116 | Sound Operations | 3 |
| FVP 120 | Art Department Operations II | 3 |
| FVP 212 | Production Techniques I | 5 |
| FVP 220 | Editing I | 3 |
| FVP 250 | Production Specialities I | 3 |

**Total Credits ..... 41**

**FALL SEMESTER I**
COM 110
FVP 111
FVP 112
FVP 113
FVP 114

**SUMMER SEMESTER**
FVP 212
FVP 220

**SPRING SEMESTER I**
CIS 110
ENG 111
FVP 115
FVP 116
FVP 120
FVP 250

## *Film and Video Production Technology*
**Certificate Program**

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| CIS 110 | Introduction to Computers | 3 |
| FVP 111 | Introduction to Film and Video | 3 |
| FVP 114 | Camera & Lighting I | 3 |
| FVP 115 | Camera & Lighting II | 3 |
| FVP 116 | Sound Operations I | 3 |
| FVP 220 | Editing I | 3 |
| **Total Credits** | | **18** |

**FALL SEMESTER I**
CIS 110
FVP 111
FVP 114

**SPRING SEMESTER I**
FVP 115
FVP 116
FVP 220

# *Hotel and Restaurant Management*

**A.A.S. DEGREE (A25240)**
**CERTIFICATE-LODGING TRACK (C25240L)**
**CERTIFICATE-RESTAURANT TRACK (C25240R)**

### Associate in Applied Science Program

The Hotel and Restaurant Management curriculum prepares students to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes front office management, food preparation, guest services, sanitation, menu writing, quality management, purchasing, and other areas critical to the success of hospitality professionals.

Upon completion graduates should qualify for supervisory or entry-level management positions in food and lodging including, front office, reservations, housekeeping, purchasing, dining room, and marketing. Opportunities are also available in the support areas of food and equipment sales.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| COM 110 | Intro to Communication | 3 |
| ENG 111 | Expository Writing | 3 |
| Humanities/Fine Arts Elective | | 3 |
| MAT115 or higher | | 3 |
| Social/Behavioral Science Elective | | 3 |
| **II. Major Courses** | | |
| ACC 175 | Hotel and Restaurant Accounting | 4 |
| COE 110(HO) | World of Work | 1 |
| COE 111(HO) | Co-op Work Experience I | 1 |
| COE 115(HO) | Work Experience Seminar I | 1 |
| COE 121(HO) | Co-op Work Experience II | 1 |
| COE 125(HO) | Work Experience Seminar II | 1 |
| CUL 110 | Sanitation and Safety | 2 |
| CUL 110A | Sanitation and Safety Lab | 1 |
| CUL 120 | Purchasing | 2 |
| CUL 120A | Purchasing Lab | 1 |
| CUL 125 | Hospitality Information Systems | 2 |
| CUL 135 | Food and Beverage Service | 2 |
| CUL 135A | Food and Beverage Service Lab | 1 |
| HRM 110 | Introduction to Hospitality | 2 |
| HRM 140 | Hospitality/Tourism Law | 3 |
| HRM 210 | Meetings and Conventions | 3 |
| HRM 215 | Restaurant Management | 3 |
| HRM 215A | Restaurant Management Lab | 1 |
| HRM 220 | Food and Beverage Cost Control | 3 |
| HRM 220A | Food and Beverage Cost Control Lab | 3 |
| HRM 240 | Hospitality Marketing | 3 |
| HRM 245 | Hospitality Human Resource Mgt. | 3 |
| HRM 280 | Hospitality Management Problems | 3 |

**III. Hotel/Restaurant Electives**
*Students must take at least 10 SHC from the following:*

| | | |
|---|---|---|
| BUS 280 | R.E.A.L. Small Business | 4 |
| COE 131(HO) | Co-op Work Experience III | 1 |
| CUL 140 | Basic Culinary Skills | 5 |
| CUL 214 | Wine Appreciation | 2 |
| CUL 240 | Advanced Culinary Skills | 5 |
| HRM 115 | Housekeeping | 3 |
| HRM 115A | Housekeeping Lab | 1 |
| HRM 120 | Front Office Procedures | 3 |
| HRM 120A | Front Office Procedures Lab | 1 |
| HRM 130 | Bed and Breakfast Management | 2 |
| HRM 135 | Facilities Management | 2 |
| HRM 225 | Beverage Management | 2 |
| HRM 230 | Club and Resort Management | 2 |

**Total Credits ..... 70**

**FALL SEMESTER I**
CUL 110
CUL 110A
CUL 125
HRM 110
HRM 140
ENG 111
Social/Behav Science Elect
Humanities/Fine Arts Elect

**FALL SEMESTER II**
ACC 175
COE 121(HO)
COE 125(HO)
CUL 120
CUL 120A
HRM 220
HRM 220A
HRM 240

**SPRING SEMESTER I**
COM 110
CUL 135
CUL 135A
CUL 140 or
HRM 120 and
HRM 120A
HRM 245
MAT 115
COE 110(HO)

**SPRING SEMESTER II**
HRM 210
HRM 215
HRM 215A
HRM 280
Hotel/Restaurant Elective
Hotel/Restaurant Elective
Hotel/Restaurant Elective

**SUMMER SEMESTER I**
COE111(HO)
COE115(HO)

## *Hotel/Restaurant Management*
**LODGING TRACK**
**Certificate Program**

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| COE 110(HO) | World of Work | 1 |
| COE 111(HO) | Co-op Work Experience I | 1 |
| COE 115(HO) | Work Experience Seminar I | 1 |
| HRM 110 | Intro to Hospitality | 2 |
| HRM 120 | Front Office Procedures | 3 |
| HRM 120A | Front Office Procedures Lab | 1 |
| HRM 140 | Hospitality/Tourism Law | 3 |
| HRM 210 | Meetings and Conventions | 3 |

**II. Hotel/Restaurant Electives**
*Students must take at least 3 SHC from the following:*

| | | |
|---|---|---|
| HRM 115/A | Housekeeping /Lab | 3/1 |
| HRM 240 | Hospitality Marketing | 3 |
| | or | |
| HRM245 | Hospitality Human Resource Mgt. | 3 |

**Total Credits ..... 18/19**

**FALL SEMESTER I**
HRM 110
HRM 140
Hotel/Restaurant Elective

**SUMMER SEMESTER I**
COE 111(HO)
COE 115(HO)

**SPRING SEMESTER I**
COE 110(HO)
HRM 120
HRM 120A
HRM 210

## *Hotel Restaurant Management*
**RESTAURANT TRACK**
**Certificate Program**

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| COE 110(HO) | World of Work | 1 |
| COE 111(HO) | Co-op Work Experience I | 1 |
| COE 115(HO) | Work Experience Seminar I | 1 |
| CUL 110 | Sanitation and Safety | 2 |
| CUL 110A | Sanitation and Safety Lab | 1 |
| CUL 135 | Food and Beverage Service | 2 |
| CUL 135A | Food and Beverage Service Lab | 1 |
| HRM 110 | Intro to Hospitality | 2 |
| HRM 215 | Restaurant Management | 3 |
| HRM 215A | Restaurant Management Lab | 1 |
| HRM 245 | Hospitality Human Resource Mgt. | 3 |

**Total Credits ..... 18**

**FALL SEMESTER I**
CUL 110
CUL 110A
CUL 135
CUL 135A
HRM 110

**SUMMER SEMESTER I**
COE 111(HO)
COE 115(HO)

**SPRING SEMESTER I**
COE 110(HO)
HRM 215
HRM 215A
HRM 245

# *Industrial Systems Technology*

**(Industrial Maintenance Technology)**

**DIPLOMA (D50240)**
**CERTIFICATE (C50240)**

## Diploma Program

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| ENG 101 | Applied Communications I | 3 |
| MAT 101 | Applied Mathematics I | 3 |
| **II. Major Courses** | | |
| AHR 120 | HVACR Maintenance | 2 |
| BPR 111 | Blueprint Reading | 2 |
| BPR 121 | Blueprint Reading: Mechanical | 2 |
| CIS 111 | Basic PC Literacy | 2 |
| ELC 111 | Introduction to Electricity | 3 |
| ELC 125 | Diagrams and Schematics | 2 |
| HYD 110 | Hydraulics/Pneumatics I | 3 |
| ISC 112 | Industrial Safety | 2 |
| MEC 111 | Machine Processes I | 3 |
| MEC 130 | Mechanisms | 3 |
| MNT 110 | Introduction to Maintenance Procedures | 2 |
| MNT 111 | Maintenance Practices | 3 |
| MNT 131 | Metal Working Processes | 3 |
| MNT 220 | Rigging and Moving | 2 |
| MNT 230 | Pumps and Piping Systems | 2 |
| PLU 111 | Introduction to Basic Plumbing | 2 |
| WLD 112 | Basic Welding Processes | 2 |
| **Total Credits** | | **46** |

**FALL SEMESTER I**
BPR 111
ELC 111
MAT 101
MEC 111
MNT 110
MNT 131
PLU 111

**SUMMER SEMESTER I**
AHR 120
CIS 111
ELC 125
MNT 220
MNT 230

**SPRING SEMESTER I**
BPR 121
ENG 101
HYD 110
ISC 112
MEC 130
MNT 111
WLD 112

## *Industrial Systems Technology* Certificate Program

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| MEC 111 | Machine Processes I | 3 |
| MEC 130 | Mechanisms | 3 |
| MNT 110 | Introduction to Maintenance Procedures | 2 |
| MNT 111 | Maintenance Practices | 3 |
| MNT 131 | Metal Working Processes | 3 |
| **Total Credits** | | **14** |

# *Instrumentation Process Controls*

**(Electronics Engineering Technology)**

**A.A.S. DEGREE (A4020A)**
**DIPLOMA (D4020A)**
**CERTIFICATE (C4020A)**

## Associate in Applied Science Program

Instrumentation is a concentration under the curriculum title of Electronics Engineering Technology. This curriculum prepares individuals for positions in the process control field. This curriculum develops the knowledge of measuring and controlling devices and the technical skills involved in the application of instrument control to processes, systems and operations.

**Basic computer skills are necessary for the successful completion of this curriculum.**

Course work includes training in production control and process variables such as temperature, pressure, flow, level, humidity, density and viscosity. Students will gain a fundamental knowledge of mechanics, electronics, pneumatics, programmable logic controllers, and the manufacturing processes.

Graduates of the curriculum are employed as instrumentation technicians which install, calibrate, and maintain sensing, telemetering, and recording instrumentation and circuitry. Other duties may include devising, setting up, and operating instrumentation equipment involved in testing mechanical, structural, or electrical equipment.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| COM 110 | Introduction to Communications | 3 |
| Humanities/Fine Arts Elective | | 3 |
| Social/Behavioral Science Elective | | 3 |
| ENG 111 | Expository Writing | 3 |
| MAT 121 | Algebra/Trig I | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| CSC 133 | C Programming | 3 |
| ELC 128 | Introduction to PLC's | 3 |
| ELC 131 | AC/DC Circuit Analysis | 5 |
| ELN 131 | Electronic Devices | 4 |
| ELN 132 | Linear Circuits and Applications | 4 |
| ELN 133 | Digital Electronics | 4 |
| ELN 231 | Industrial Controls | 3 |
| ELN 232 | Introduction to Microprocessors | 4 |
| HYD 110 | Hydraulics/Pneumatics I | 3 |
| MAT 122 | Algebra/Trig II | 3 |
| PCI 161 | Introduction to Instrumentation | 1 |
| PCI 162 | Instrumentation Controls | 3 |
| PCI 261 | Process Measurement | 3 |
| PCI 262 | Introduction to Process Controls | 4 |
| PCI 263 | Advanced Process Controls | 4 |
| PCI 264 | Process Controls with PLC's | 4 |
| PHY 131 | Physics/Mechanics | 4 |
| CIS 111 | Basic PC Literacy | 2 |

**Total Hours: ..... 76**

| FALL SEMESTER I | FALL SEMESTER II |
|---|---|
| ELC 131 | CSC 133 |
| ENG 111 | ELC 128 |
| CIS 111 | ELN 133 |
| MAT 121 | PCI 261 |
| PCI 161 | PCI 262 |

| SPRING SEMESTER I | SPRING SEMESTER II |
|---|---|
| COM 110 | ELN 232 |
| ELN 131 | HYD 110 |
| MAT 122 | PCI 263 |
| PCI 162 | PCI 264 |
| Social/Behav Science Elect | Humanities/Fine Arts Elect |

**SUMMER SEMESTER I**
ELN 132
ELN 231
PHY 131

## *Instrumentation Process Controls*
**(Electronics Engineering Technology)**
### Diploma Program

**Basic computer skills are necessary for the successful completion of this curriculum.**

Instrumentation is a concentration under the curriculum title of Electronics Engineering Technology. This curriculum prepares individuals for positions in the process control field. This curriculum develops the knowledge of measuring and controlling devices and the technical skills involved in the application of instrument control to processes, systems and operations.

Course work includes training in production control and process variables such as temperature, pressure, flow, level, humidity, density and viscosity. Students will gain a fundamental knowledge of mechanics, electronics, pneumatics, programmable logic controllers, and the manufacturing processes.

Graduates of the curriculum are employed as instrumentation technicians which install, calibrate, and maintain sensing, telemetering, and recording instrumentation and circuitry. Other duties may include devising, setting up, and operating instrumentation equipment involved in testing mechanical, structural, or electrical equipment.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| COM 110 | Introduction to Communications | 3 |
| ENG 111 | Expository Writing | 3 |
| MAT 121 | Algebra/Trig I | 3 |
| Humanities/Fine Arts Elective | | 3 |
| Social/Behavioral Science Elective | | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| ELC 128 | Introduction to PLC's | 3 |
| PCI 161 | Introduction to Instrumentation | 1 |
| PCI 162 | Instrumentation Controls | 3 |
| PCI 261 | Process Measurement | 3 |
| PCI 262 | Introduction to Process Controls | 4 |
| PCI 263 | Advanced Process Controls | 4 |
| PCI 264 | Process Controls with PLC's | 4 |

**Total Hours: ..... 41**

| FALL SEMESTER I | FALL SEMESTER II |
|---|---|
| ENG 111 | ELC 128 |
| MAT 121 | PCI 261 |
| PCI 161 | PCI 262 |

| SPRING SEMESTER I | SPRING SEMESTER II |
|---|---|
| COM 110 | PCI 264 |
| PCI 162 | PCI 263 |
| Social/Behav Science Elect | |

**SUMMER SEMESTER I**
Humanities/Fine Arts Elect

## *Instrumentation Process Controls*
**(Electronics Engineering Technology)**
**Certificate Program**

**Basic computer skills are necessary for the successful completion of this curriculum.**

Instrumentation is a concentration under the curriculum title of Electronics Engineering Technology. This curriculum prepares individuals for positions in the process control field. This curriculum develops the knowledge of measuring and controlling devices and the technical skills involved in the application of instrument control to processes, systems and operations.

Course work includes training in production control, and process variables such as temperature, pressure, flow, level, humidity, density and viscosity. Students will gain a fundamental knowledge of mechanics, electronics, pneumatics, programmable logic controllers, and the manufacturing processes.

Graduates of the curriculum are employed as instrumentation technicians which install, calibrate, and maintain sensing, telemetering, and recording instrumentation and circuitry. Other duties may include devising, setting up, and operating instrumentation equipment involved in testing mechanical, structural, or electrical equipment.

**Semester Hour Credits**

**I. Major Courses**

| | | |
|---|---|---|
| ELC 128 | Introduction to PLC's | 3 |
| PCI 161 | Introduction to Instrumentation | 1 |
| PCI 162 | Instrumentation Controls | 3 |
| PCI 262 | Introduction to Process Controls | 4 |
| PCI 263 | Advanced Process Controls | 4 |
| **Total Hours:** | | **15** |

| FALL SEMESTER I | FALL SEMESTER II |
|---|---|
| ELC 128 | PCI 261 |
| PCI 161 | PCI 262 |

| SPRING SEMESTER I | SPRING SEMESTER II |
|---|---|
| PCI 162 | PCI 263 |

# *Interior Design*
**A.A.S. DEGREE (A30220)**

## Associate in Applied Science Program
The Interior Design curriculum is designed to prepare students for a variety of job opportunities in the field of both residential and non-residential interior design. The focus of the studies is technical knowledge, professional practices, and aesthetic principles.

Curriculum content includes residential and non-residential interior design, architectural drafting, computer aided design, and universal design. Also included are basic design, history of interiors and furnishings, color theory, products, business practices, graphic presentations, and general education courses.

Graduates should qualify for a variety of jobs including residential and commercial interior design, set design, showroom design, and sales positions for furniture, textiles and accessories, and all business dealing with interiors.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| ART 111 | Art Appreciation | 3 |
| Social/Behavioral Science Elective | | 3 |
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research & Reporting | 3 |
| MAT 115 | Mathematical Model (or higher) | 3 |
| | or | |
| | 3 SHC Natural Science | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| DES 110 | Architectural Graphics | 2 |
| DES 111 | Creative Problem Solving | 2 |
| DES 115 | Color Theory | 3 |
| DES 120 | CAD for Interior Design | 2 |
| DES 125 | Graphic Presentation I | 2 |
| DES 126 | Graphic Presentation II | 2 |
| DES 135 | Principles and Elem. of Design I | 4 |
| DES 136 | Principles and Elem. of Design II | 4 |
| DES 210 | Business Practices/Interior Design | 2 |
| DES 220 | Introduction to Interior Design | 3 |
| DES 225 | Textiles/Fabrics | 3 |
| DES 230 | Residential Design I | 3 |
| DES 231 | Residential Design II | 3 |
| DES 235 | Products | 3 |
| DES 240 | Non-Residential Design I | 3 |
| DES 241 | Non-Residential Design II | 3 |
| DES 256 | History of Interiors and Furnishings II | 3 |
| DES 285 | Capstone/Interior Design | 4 |

**III. Interior Design Electives**

*Students must take at least 3 SHC from the following:*

| | | |
|---|---|---|
| CIS 111 | Basic PC Literacy | 2 |
| COE 111(ID) | Co-op Work Experience I | 1 |
| COE 121(ID) | Co-op Work Experience II | 1 |
| COE 131(ID) | Co-op Work Experience III | 1 |
| DES 121 | CAD for Int Des/Advanced | 2 |

| | | |
|---|---|---|
| DES 255 | History/Int & Furn I | 3 |
| DES 260 | Materials Calc/Int. Design | 3 |

**Total Credits** ..... **69**

**FALL SEMESTER I**
ART 111
DES 110
DES 125
DES 135
DES 225
MAT 115 or Higher

**FALL SEMESTER II**
DES 210
DES 230
DES 235
DES 240
DES 256

**SPRING SEMESTER I**
DES 111
DES 115
DES 120
DES 220
ENG 111
Social/Behav Science Elect

**SPRING SEMESTER II**
DES 231
DES 241
DES 285
ENG 114
Interior Design Elective

**SUMMER SEMESTER II**
DES 126
DES 136

# *Landscape Gardening*

**A.A.S. DEGREE (A15260)**
**CERTIFICATE (C15260)**
**RETENTION POND MANAGEMENT CERTIFICATE (C15260R)**

## Associate in Applied Science Program

The Landscape Gardening curriculum emphasizes intensive, practical, hands-on training in applied horticulture to reinforce classroom lecture on theory and technique.

Course work includes plant propagation, greenhouse and nursery plant culture, turf management, plant identification, arborculture, diseases and pests of plants, and landscape planning, maintenance, and construction.

Graduates will be prepared for employment opportunities in applied horticulture related to landscape development and maintenance for residential and commercial operations. Graduates should be prepared to take the North Carolina Pesticide Applicator's Examination and the North Carolina Certified Plant Professional Examination.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| MAT 120 | Geometry and Trigonometry | 3 |
| PSY 118 | Interpersonal Psychology | 3 |
| ENG 114 | Prof. Research & Reporting | 3 |
| Humanities/Fine Arts Elective | | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| COE 111(LG) | Co-op Work Experience I | 1 |
| COE 121(LG) | Co-op Work Experience II | 1 |
| COE 131(LG) | Co-op Work Experience III | 1 |
| HOR 114 | Landscape Construction | 3 |
| HOR 134 | Greenhouse Operations | 3 |
| LSG 111 | Basic Landscape Techniques | 2 |
| LSG 121 | Fall Gardening Lab | 2 |
| LSG 122 | Spring Gardening Lab | 2 |
| LSG 123 | Summer Gardening Lab | 2 |
| LSG 231 | Landscape Supervision | 3 |
| TRF 110 | Introduction to Turfgrass Cultivation and Identification | 4 |

**III. Other Major Courses**

| | | |
|---|---|---|
| HOR 112 | Landscape Design I | 3 |
| HOR 142 | Fruit & Vegetable Prod | 2 |
| HOR 160 | Plant Materials I | 3 |
| HOR 164 | Hort Pest Management | 3 |
| HOR 235 | Greenhouse Production | 3 |
| HOR 260 | Plant Materials II | 3 |
| HOR 268 | Adv Propagation | 4 |
| LSG 297 | Seminar | 2 |
| LSG 232 | Garden Management | 2 |

**Total Credits** ..... **73**

**FALL SEMESTER I**
ENG 111
Humanities/Fine Arts Elect
LSG 111
LSG 121
HOR 114
HOR 164

**FALL SEMESTER II**
COE 131(LG)
HOR 260
LSG 231
LSG 232
ENG 114

**SPRING SEMESTER I**
COE 111(LG)
MAT 120
HOR 134
HOR 142
HOR 160
LSG 122

**SPRING SEMESTER II**
HOR 235
HOR 268
LSG 297
TRF 110
PSY 118

**SUMMER SEMESTER I**
COE 121(LG)
HOR 112
LSG 123

## *Landscape Gardening*
### Certificate Program

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| LSG 111 | Basic Landscape Techniques | 2 |
| LSG 121 | Fall Gardening Lab | 2 |
| TRF 110 | Intro. To Turf | 4 |
| HOR 164 | Hort Pest Management | 3 |
| HOR 160 | Plant Materials I | 3 |
| **Total Credits** | | **14** |

**FALL SEMESTER I**
LSG 111
LSG121
HOR 164

**SPRING SEMESTER I**
HOR 160
TRF 111

## *Landscape Gardening*
### RETENTION POND MANAGEMENT
### Certificate Program

The Retention Pond Management Certificate Program provides a heavy concentration of hands-on retention pond management experience using retention ponds at the CFCC North Campus. Students will learn how to select aquatic and wetland plants for use around a retention pond including planting, fertilization and pruning. Students will also learn the basics of aquatic and wetland weed management and pest control and will receive the North Carolina Commercial Aquatic Pest Control license and the Commercial Pesticide Ground Applicators license.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| LSG 111 | Basic Landscape Techniques | 2 |
| LSG 121 | Fall Gardening Lab | 2 |
| HOR 160 | Plant Materials I | 3 |
| HOR 164 | Horticultural Pest Management | 3 |
| LSG 122 | Spring Gardening Lab | 2 |
| **Total Credits** | | **12** |

**FALL SEMESTER I**
LSG 111
LSG 121
HOR 164

**SPRING SEMESTER I**
HOR 160
LSG 122

# *LPN Refresher*

**See Nursing Programs page 147.**

# *Machining Technology*

**A.A.S. DEGREE (A50300)**
**CERTIFICATE (C50300)**

### Associate in Applied Science Program

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| ENG 111 | Expository Writing | 3 |
| COM 110 | Intro to Communication | 3 |
| Humanities/Fine Arts Elective | | 3 |
| MAT 120 | Geometry and Trigonometry | 3 |
| Social/Behavioral Science Elective | | 3 |
| **II. Major Courses** | | |
| MAC 111 | Machining Technology I | 6 |
| MAC 112 | Machining Technology II | 6 |
| MAC 113 | Machining Technology III | 6 |
| MAC 121 | Intro to CNC | 2 |
| MAC 122 | CNC Turning | 2 |
| MAC 124 | CNC Milling | 2 |
| MAC 131 | Blueprint Reading: MACH I | 2 |
| MAC 132 | Blueprint Reading: MACH II | 2 |
| MAC 152 | Advanced Machining Calculations | 2 |
| MAC 214 | Machining Technology IV | 6 |
| MAC 222 | Advanced CNC Turning | 2 |
| MAC 224 | Advanced CNC Milling | 2 |
| MAC 241 | Jigs and Fixtures I | 4 |
| MAC 242 | Jigs and Fixtures II | 4 |
| MEC 231 | Mastercam I | 3 |
| MEC 232 | Mastercam II | 3 |
| **Total Credits** | | **69** |

**FALL SEMESTER I**
COM 110
MAC 111
MAC 121
MAC 131
MAT 120

**FALL SEMESTER II**
MAC 113
MAC 222
MAC 241
MEC 232

**SPRING SEMESTER I**
ENG 111
MAC 112
MAC 122
MAC 132
Social/Behav. Science Elect

**SPRING SEMESTER II**
MAC 214
MAC 224
MAC 242
Humanities/Fine Arts Elect

**SUMMER SEMESTER I**
MAC 124
MAC 152
MEC 231

## *Machining Technology*
## COMPUTER NUMERICAL CONTROL (CNC) MACHINE TOOL OPERATOR
**Certificate Program** (DAY AND EVENINGS)

Semester Hour Credits

**Major Courses**

| | | |
|---|---|---|
| MAC 111 | Machining Technology I | 6 |
| MAC 112 | Machining Technology II | 6 |
| MAC 122 | CNC Turning | 2 |
| MAC 124 | CNC Milling | 2 |
| MAC 131 | Blueprint Reading/Mach I | 2 |

**Total Hours ..... 18**

**FALL SEMESTER I**
MAC 111
MAC 131

**SUMMER SEMESTER I**
MAC 124

**SPRING SEMESTER I**
MAC 112
MAC 122

# *Manicuring/Nail Technology*
**CERTIFICATE (C55140)**

### Certificate Program
The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Semester Hour Credits

**I. Major Courses**

| | | |
|---|---|---|
| COS 121 | Manicure/Nail Technology I | 6 |
| COS 122 | Manicure/Nail Technology II | 6 |

**Total Credit: ..... 12**

**FALL SEMESTER I**
COS 121
COS 122

**SPRING SEMESTER I**
COS 121
COS 122

# *Marine and Diesel Mechanics*

**(Heavy Equipment and Transport Technology-Marine Systems Concentration)**

**A.A.S. DEGREE (A6024C)**
**DIPLOMA (D6024C)**
**CERTIFICATE (C6024C)**

## Associate in Applied Science Program

This curriculum provides training for individuals interested in becoming technicians which service and maintain the propulsion systems of boats and other types of marine and industrial equipment.

The course work includes the maintenance and repair procedures of mechanical, electrical, hydraulics equipment used on marine systems. Students will inspect and test equipment to determine the cause of faulty operation, and then repair and replace defective parts.

Graduates of the curriculum should qualify as marine technicians which may be employed in marinas, shipyards, industrial and trucking industries.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research & Reporting | 3 |
| MAT 120 | Geometry and Trigonometry | 3 |
| Humanities/Fine Arts Elective | | 3 |
| Social/Behavioral Science Elective | | 3 |
| **II. Major Courses** | | |
| CIS 111 | Basic PC Literacy | 2 |
| HET 110 | Diesel Engines | 6 |
| HET 112 | Diesel Electrical Systems | 5 |
| HET 114 | Power Trains | 5 |
| HET 115 | Electronic Engines | 3 |
| HET 116 | Air Condit./Diesel Equip. | 2 |
| HET 118 | Mechanical Orientation | 2 |
| HET 120 | Introduction to Mobile Equipment | 2 |
| HET 121 | Marine Engines | 4 |
| HET 125 | Preventive Maintenance | 2 |
| HET 128 | Medium/Heavy Duty Tune Up | 2 |
| HET 134 | Mechanical Fuel Injection | 3 |
| HET 145 | Marine Electricity | 4 |
| HET 147 | Marine Power Trains | 4 |
| HET 229 | Brakes and Steering | 2 |
| HYD 112 | Hydraulics/Medium/Heavy Duty | 2 |
| WLD 112 | Basic Welding Processes | 22 |
| **Total Credits:** | | **67** |

**FALL SEMESTER I**
HET 110
HET 118
HET 121
ENG 111

**FALL SEMESTER II**
HET 114
HET 125
Humanities/Fine Arts Elect
HYD 112

**SPRING SEMESTER I**
CIS 111
ENG 114
HET 112
HET 120
HET 145

**SPRING SEMESTER II**
HET 128
HET 229
MAT 120
Social/Behav Science Elect
HET 116

**SUMMER SEMESTER I**
HET 115
HET 134
HET 147
WLD 112

## *Marine and Diesel Mechanics*

### Diploma Program

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| ENG 111 | Expository Writing | 3 |
| MAT 120 | Geometry and Trigonometry | 3 |
| **II. Major Courses** | | |
| CIS 111 | Basic PC Literacy | 2 |
| HET 110 | Diesel Engines | 6 |
| HET 112 | Diesel Electrical Systems | 5 |
| HET 115 | Electronic Engines | 3 |
| HET 118 | Mechanical Orientation | 2 |
| HET 121 | Marine Engines | 4 |
| HET 134 | Mechanical Fuel Injection | 3 |
| HET 145 | Marine Electricity | 4 |
| HET 147 | Marine Power Trains | 4 |
| WLD 112 | Basic Welding Processes | 2 |
| **Total Credits:** | | **41** |

**FALL SEMESTER I**
HET 110
HET 118
HET 121
ENG 111

**SUMMER SEMESTER I**
HET 115
HET 134
HET 147
WLD 112

**SPRING SEMESTER I**
CIS 111
HET 112
HET 145
MAT 120

## *Marine and Diesel Mechanics*
### Certificate Program

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| HET 110 | Diesel Engines | 6 |
| HET 112 | Diesel Electrical Systems | 5 |
| HET 121 | Marine Engines | 4 |

**Total Credits ..... 15**

# *Marine Propulsion Systems*
**DIPLOMA (D60220)**
**CERTIFICATE (C60220)**

*(Note: Limited classes are being offered in this program. Please check with your advisor, Student Development or the Marine Technology Department Chair.)*

### Diploma Program
The Marine Propulsion Systems curriculum is designed to provide training for mechanics through classroom instruction, laboratory experiments, and shop practices in the repair and maintenance of outboard motors, inboard engines, stern drives, and jet propulsion systems.

The course work includes the areas of outboards (introduction, midsection, and rigging), inboards (introduction, engine rebuilds, lower unit systems, transom assembly, and rigging), jet propulsion systems, and high-performance custom systems.

Graduates of the curriculum should qualify for employment opportunities as motorboat mechanics, motorboat mechanic helpers, motor board mechanics (inboard/outboard), and jet ski mechanics. Other employment can be found at marine boat sales and service firms, or they may establish their own service facility.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| MAT 140 | Survey of Mathematics | 3 |
| MAT 140A | Survey of Mathematics Lab | 1 |

**II. Major Courses:**

| | | |
|---|---|---|
| MPS 101 | Introduction to Outboards | 5 |
| MPS 102 | Outboard Powerhead Systems | 5 |
| MPS 103 | Outboard Lower Unit Systems | 5 |
| MPS 104 | Outboard Midsection Rigging | 5 |
| MPS 105 | Introduction to Inboards | 5 |
| MPS 106 | Inboard Engine Rebuilds | 5 |
| MPS 107 | Inboard Lower Unit Systems | 5 |
| MPS 108 | Transom Assembly Rigging | 5 |

**Total Credits ..... 47**

**FALL SEMESTER I**
MAT 140
MAT 140A
MPS 101
MPS 102
MPS 103

**SUMMER SEMESTER I**
MPS 106
MPS 107

**SPRING SEMESTER I**
ENG 111
MPS 104
MPS 105
MPS 108

## *Marine Propulsion Systems*
### Certificate Program
(EVENINGS)

**Semester Hour Credits**

**I. Major Courses:**

| | | |
|---|---|---|
| MPS 101 | Introduction to Outboards | 5 |
| MPS 102 | Outboard Powerhead Systems | 5 |
| MPS 103 | Outboard Lower Unit Systems | 5 |

**Total Credits ..... 15**

**FALL SEMESTER I**
MPS 103

**SUMMER SEMESTER I**
MPS 102

**SPRING SEMESTER I**
MPS 101

# *Marine Technology*
**A.A.S. DEGREE (A15320)**

### Associate in Applied Science
This curriculum is designed to provide the practical and academic skills essential for success in marine scientific support. Students will receive training in observational and measurement techniques aboard a variety of vessels including the college's own ocean-going research vessel.

Course work includes a unique blend of traditional and contemporary vocational, technical and scientific marine education. Students are trained in the use of physical, chemical, meteorological, biological, and geological oceanographic instrumentation and sampling equipment.

Graduates should qualify for entry level field or laboratory positions with industries, state and federal agencies, and educational facilities associated with marine science and research. Career opportunities include oceanography, environmental science, marine biology, geophysical exploration, and fisheries-related employment.

Semester Hour Credits

**I. General Education Courses**

| | | |
|---|---|---|
| Humanities / Fine Arts Elective | | 3 |
| Social/ Behavioral Science Elective | | 3 |
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research and Reporting | 3 |
| MAT 121 | Algebra/ Trigonometry I | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| CIS 111 | Basic PC Literacy | 2 |
| ELN 114 | Marine Electronics | 2 |
| MSC 110 | Training Cruise I | 1 |
| MSC 112 | Training Cruise II | 1 |
| MSC 114 | Training Cruise III | 1 |
| MSC 122 | Boat Handling/ Seamanship | 3 |
| MSC 124 | Industrial Skills | 3 |
| MSC 126 | Marine Engines | 2 |
| MSC 132 | Fishing Gear Technology I | 3 |
| MSC 134 | Fishing Gear Technology II | 2 |
| MSC 150 | Navigation | 3 |
| MSC 152 | Marine Instrumentation | 2 |
| MSC 160 | Oceanography | 4 |
| MSC 172 | Marine Biology | 3 |
| MSC 174 | Marine Invertebrate Zoology | 4 |
| MSC 180 | Water Analysis | 3 |
| MSC 216 | Training Cruise IV | 1 |
| MSC 218 | Training Cruise V | 1 |
| MSC 220 | Marine GIS | 3 |
| MSC 254 | Marine Data Processing | 2 |
| MSC 256 | Hydrographic Surveying | 2 |
| MSC 276 | Marine Vertebrate Zoology | 4 |
| HEA 112 | First Aid & CPR | 2 |
| MSC 154 | Marine Photography | 3 |
| MSC 258 | Multimedia Presentations | 1 |

**Total Credits ..... 73**

**FALL SEMESTER I**
CIS 111
HEA 112
MSC 110
MSC 122
MSC 132
MSC 162
MSC 172

**FALL SEMESTER II**
Humanities/Fine Arts Elect
MSC 160
MSC 174
MSC 216
MSC 258
Social/ Behav Science Elect

**SPRING SEMESTER I**
MAT 121
MSC 112
MSC 124
MSC 150
MSC 154
MSC 276

**SPRING SEMESTER II**
ELN 114
ENG 114
MSC 164
MSC 180
MSC 218
MSC 220
MSC 254
MSC 256
MSC 282

**SUMMER SEMESTER I**
ENG 111
MSC 114
MSC 126
MSC 134
MSC 152
MSC 182

# *Mechanical Engineering Technology*

**A.A.S. DEGREE (A40320)**
**DIPLOMA (D40320)**
**CERTIFICATE (C40320C) CAD DRAFTING**
**CERTIFICATE (C40320E) CAD DRAFTING ELECTRONICS**

## Associate in Applied Science Program

The Mechanical Engineering Technology curriculum prepares graduates for employment as mechanical technicians. Typical assignments would include assisting in the design, development, testing and repair of mechanical equipment. Emphasis is placed on the integration of theory and mechanical principles.

Coursework includes applied mechanics, manufacturing methods and processes, computer usage, computer-aided drafting, mathematics, physics, and oral and written communications. The courses will stress critical thinking, planning, and problem solving.

Graduates of the curriculum will find employment opportunities in the diversified branches of the mechanical field. Mechanical engineering technicians are employed in many types of manufacturing, fabrication, research and development, and service industries.

Semester Hour Credits

**I. General Education Courses**

| | | |
|---|---|---|
| COM 110 | Intro to Communication | 3 |
| ENG 111 | Expository Writing | 3 |
| MAT 121 | Algebra/Trigonometry I | 3 |
| Humanities/Fine Arts Elective | | 3 |
| Social/Behavorial Science Elective | | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| ATR 112 | Introduction to Automation | 3 |
| DDF 211 | Design Drafting I | 4 |
| DDF 221 | Design Drafting Project | 2 |
| DFT 111 | Technical Drafting I | 2 |
| DFT 111A | Technical Drafting I Lab | 1 |
| DFT 112 | Technical Drafting II | 2 |
| DFT 112A | Technical Drafting II Lab | 1 |
| DFT 151 | CAD I | 3 |
| DFT 152 | CAD II | 3 |
| DFT 154 | Intro Solid Model/Render | 3 |
| DFT 211 | Gears, Cams, & Pulleys | 2 |
| DFT 231 | Jig and Fixture Design | 2 |
| ELC 111 | Intro to Electricity | 3 |
| HYD 110 | Hydraulics/Pneumatics I | 3 |
| MAT 122 | Algebra/Trigonometry II | 3 |
| MEC 110 | Introduction to CAD/CAM | 2 |
| MEC 111 | Machine Processes I | 3 |
| MEC 145 | Manufacturing Materials I | 3 |
| MEC 250 | Statics and Strength | 5 |
| PHY 131 | Physics/Mechanics | 4 |

**III. Mechanical Engineering Electives**
*Choose a minimum of 4 hours from the following:*

| | | |
|---|---|---|
| CIS 111 | Basic PC Literacy | 2 |
| CSC 133 | C-Programming | 3 |
| DFT 254 | Interm Solid Model/Render | 3 |
| ELC 113 | Basic Wiring I | 4 |
| ELC 125 | Diagrams and Schematics | 2 |
| ELN 150 | CAD for Electronics | 2 |
| ISC 112 | Industrial Safety | 2 |
| MAC 122 | CNC Turning | 2 |
| MEC 172 | Metallurgy | 3 |
| WLD 112 | Basic Welding Processes | 2 |
| WLD 121 | GMAW (MIG) Plate/Pipe | 4 |

**Total Credits ..... 73/74**

**FALL SEMESTER I**
COM 110
DFT 111
DFT 111A
DFT 151
MAT 121
MEC 111

**FALL SEMESTER II**
ATR 112
DDF 221
ELC 111
Humanities/Fine Arts Elect
MEC 250

**SPRING SEMESTER I**
DFT 112
DFT 112A
DFT 152
ENG 111
MAT 122
MEC 110
MEC 145

**SPRING SEMESTER II**
DDF 211
DFT 231
HYD 110
Mechanical Eng Elective
Social/Behav Science Elect

**SUMMER SEMESTER I**
DFT 154
DFT 211
ISC 112*
PHY 131
*Recommended but not required.

## *Mechanical Engineering Technology*
## CAD DRAFTING
## Diploma Program

The CAD Drafting diploma program prepares graduates for employment as mechanical technicians. Typical assignments would include assisting in the design, development, testing and repair of mechanical equipment. Emphasis is placed on the integration of theory and mechanical principles.

Coursework includes applied mechanics, manufacturing methods and processes, computer usage, computer-aided drafting, mathematics, physics, and oral and written communications. The courses will stress critical thinking, planning, and problem solving.

Graduates of the curriculum will find employment opportunities in the diversified branches of the mechanical field. CAD drafting technicians are employed in many types of manufacturing, fabrication, research and development, and service industries.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| COM 110 | Intro to Communication | 3 |
| MAT 121 | Algebra/Trigonometry I | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| DFT 111 | Technical Drafting I | 2 |
| DFT 111A | Technical Drafting I Lab | 1 |
| DFT 112 | Technical Drafting II | 2 |
| DFT 112A | Technical Drafting II Lab | 1 |
| DFT 151 | CAD I | 3 |
| DFT 152 | CAD II | 3 |
| DFT 154 | Intro Solid Model/Render | 3 |
| DFT 211 | Gears, Cams, & Pulleys | 2 |
| ISC 112 | Industrial Safety | 2 |
| MAT 122 | Algebra/Trigonometry II | 3 |
| MEC 110 | Introduction to CAD/CAM | 2 |
| MEC 111 | Machine Processes I | 3 |
| MEC 145 | Manufacturing Materials I | 3 |
| PHY 131 | Physics/Mechanics | 4 |

**Total Credits ..... 43**

**FALL SEMESTER I**
COM 110
DFT 111
DFT 111A
DFT 151
MAT 121
MEC 111

**SUMMER SEMESTER I**
DFT 154
DFT 211
ISC 112
PHY 131

**SPRING SEMESTER I**
DFT 112
DFT 112A
DFT 152
ENG 111
MAT 122
MEC 110
MEC 145

## *Mechanical Engineering Technology*
## CAD DRAFTING
### Certificate Program (C40320C)

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| DFT 111 | Technical Drafting I | 2 |
| DFT 111A | Technical Drafting I Lab | 1 |
| DFT 112 | Technical Drafting II | 2 |
| DFT 112A | Technical Drafting II Lab | 1 |
| DFT 151 | CAD I | 3 |
| DFT 152 | CAD II | 3 |
| **Total Credits:** | | **12** |

| FALL SEMESTER I | SPRING SEMESTER I |
|---|---|
| DFT 111 | DFT 112 |
| DFT 111A | DFT 112A |
| DFT 151 | DFT 152 |

## *Mechanical Engineering Technology*
## ELECTRICAL/ELECTRONIC CAD DRAFTING
### Certificate Program (C40320E)

This certificate program will prepare individuals as Electrical/Electronics CAD Operators in the area of electronics and the electrical industries. This certificate program is designed to expand the capability of individuals in the industry who have strong backgrounds in the electrical and electronic fields but who have no CAD drafting skills.

Prerequisites: CIS 110, approval of instructor or must have completed the first three semesters of an electronic, electrical/electronics or Mechanical Engineering Technology two year program in the North Carolina Community College System.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| DFT 111 | Technical Drafting I | 2 |
| DFT 111A | Technical Drafting I Lab | 1 |
| DFT 151 | CAD I | 3 |
| ELC 113 | Basic Wiring I | 4 |
| ELC 125 | Diagrams and Schematics | 2 |
| ELN 150 | CAD for Electronics | 2 |
| **Total Credits:** | | **14** |

| FALL SEMESTER I | SPRING SEMESTER I |
|---|---|
| DFT 111 | ELC 113 |
| DFT 111A | ELC 125 |
| DFT 151 | ELN 150 |

# *Medical Sonography*
**A.A.S. DEGREE A45440**

### Associate in Applied Science Program
The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

Students are required to pass the computer competency test administered in the Learning Lab.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| BIO 168 | Anatomy and Physiology I | 4 |
| BIO 169 | Anatomy and Physiology II | 4 |
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research and Reporting | 3 |
| | or | |
| ENG 112 | Argument-Based Research | 3 |
| Humanities/Fine Arts | | 3 |
| MAT 115 | Mathematical Models | 3 |
| PHY 110 | Conceptual Physics | 3 |
| PHY 110A | Conceptual Physics Lab | 1 |
| PSY 150 | General Psychology | 3 |
| **II. Major Courses** | | |
| SON 110 | Introduction to Sonography | 3 |
| SON 111 | Sonographic Physics | 4 |
| SON 120 | SON Clinical Education I | 5 |
| SON 121 | SON Clinical Education II | 5 |
| SON 130 | Abdominal Sonography I | 3 |
| SON 131 | Abdominal Sonography II | 2 |
| SON 140 | Gynecologic Sonography | 2 |
| SON 220 | SON Clinical Education III | 8 |
| SON 221 | SON Clinical Education IV | 8 |
| SON 225 | Case Studies | 1 |
| SON 241 | Obstetrical Sonography I | 2 |
| SON 242 | Obstetrical Sonography II | 2 |
| SON 250 | Vascular Sonography | 2 |
| SON 289 | Sonographic Topics | 2 |
| **Total Credits** | | **76** |

**FALL SEMESTER I**
BIO 168
MAT 115
PHY 110
PHY 110 A
SON 110
SON 130

**FALL SEMESTER II**
ENG 114
SON 220
SON 241
SON 250

**SPRING SEMESTER I**
BIO 169
SON 111
SON 120
SON 131
SON 140

**SPRING SEMESTER II**
SON 221
SON 225
SON 242
SON 289

**SUMMER SEMESTER I**
ENG 111
PSY 150
SON 121
Humanities/Fine Arts Elect

# *Medical Transcription*

**DIPLOMA (D25320)**

## Diploma Program

The Medical Transcription curriculum prepares individuals to become medical language specialists who interpret and transcribe dictation by physicians and other healthcare professionals in order to document patient care and facilitate delivery of healthcare services.

Students will gain extensive knowledge of medical terminology, pharmacology, human diseases, diagnostic studies, surgical procedures, and laboratory procedures. In addition to word processing skills and knowledge of voice processing equipment, students must master English grammar, spelling, and proofreading.

Graduates should qualify for employment in hospitals, medical clinics, doctors' offices, private transcription businesses, research facilities, insurance companies, and publishing companies. After acquiring work experience, individuals can apply to the American Association for Medical Transcription to become Certified Medical Transcriptionists.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research/Report | 3 |

| | | |
|---|---|---|
| **II. Major Courses** | | |
| BIO 106 | Anatomy/Physiology/Microbiology | 3 |
| CIS 111 | Basic PC Literacy | 2 |
| MED 118 | Medical Law & Ethics | 2 |
| MED 121 | Medical Terminology I | 3 |
| MED 122 | Medical Terminology II | 3 |
| OST 131 | Keyboarding | 2 |
| OST 136 | Word Processing | 2 |
| OST 164 | Text Editing Applications | 3 |
| OST 201 | Medical Transcription I | 4 |
| OST 202 | Medical Transcription II | 4 |
| OST 247 | CPT Coding in the Medical Office | 2 |
| OST 248 | Diagnostic Coding | 2 |
| **Total Credits** | | **38** |

**FALL SEMESTER I**
ENG 111
MED 121
OST 131
OST 136
BIO 106

**SUMMER SEMESTER I**
OST 202
OST 247
OST 248
CIS 111

**SPRING SEMESTER I**
ENG 114
MED 118
MED 122
OST 164
OST 201

# NURSING PROGRAMS

## Associate Degree Nursing (RN)

**A.A.S. DEGREE-RN (A45100)**

*This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.*

### Associate in Applied Science Program

The Associate Degree Nursing (integrated) curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physician's offices, industry, and community agencies.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| BIO 168 | Anatomy & Physiology I | 4 |
| BIO 169 | Anatomy & Physiology II | 4 |
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research & Reporting | 3 |
| | or | |
| ENG 112 | Argument-Based Research | 3 |
| Humanities/Fine Arts Elective | | 3 |
| PSY 150 | General Psychology | 3 |
| **II. Major Courses** | | |
| BIO 175 | General Microbiology | 3 |
| NUR 110 | Nursing I | 8 |
| NUR 120 | Nursing II | 8 |
| NUR 130 | Nursing III | 7 |
| NUR 210 | Nursing IV | 10 |
| NUR 220 | Nursing V | 10 |
| PSY 241 | Developmental Psych | 3 |
| **III. Other Required Courses** | | |
| CIS 111 | Basic PC Literacy | 2 |

*Students must achieve a "C" or higher in each course in the curriculum in order to progress semester by semester and to graduate.

**Total Credits ..... 71**

**FALL SEMESTER I**
BIO 168
NUR 110
PSY 150

**FALL SEMESTER II**
BIO 175
ENG 111
NUR 210

**SPRING SEMESTER I**
BIO 169
NUR 120
PSY 241

**SPRING SEMESTER II**
ENG 114
Humanities/Fine Arts Elect
NUR 220

**SUMMER SEMESTER I**
CIS 111
NUR 130

## LPN Refresher

**CERTIFICATE-LPN (C45390)**

*This program has selective admission requirements. Contact the Director of Allied Health for information and application deadlines.*

### Certificate

The Licensed Practical Nurse Refresher curriculum provides a refresher course for individuals previously licensed as Practical Nurses and who are ineligible for reentry into nursing practice due to a lapse in licensure for five or more years. Individuals entering this curriculum must have been previously licensed as a Practical Nurse.

Course work includes common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical nursing practice.

Graduates will be eligible to apply for reinstatement of licensure by the North Carolina Board of Nursing. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community health agencies.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| NUR 107 | LPN Refresher | |
| | NUR 107A | 9 |
| | NUR 107B | 3 |

**Total Credits ..... 12**

# *Practical Nursing (LPN)*

**DIPLOMA (D45660)**

*This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.*

## Diploma Program

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| BIO 106 | Intro to Anat/Phys/Micro | 3 |
| ENG 111 | Expository Writing | 3 |
| PSY 150 | General Psychology | 3 |
| PSY 241 | Developmental Psych | 3 |
| **II. Major Courses** | | |
| NUR 101 | Practical Nursing I | 11 |
| NUR 102 | Practical Nursing II | 12 |
| NUR 103 | Practical Nursing III | 10 |
| **III. Other Required Courses** | | |
| CIS 111 | Basic PC Literacy | 2 |
| **Total Credits** | | **47** |

**FALL SEMESTER I**
BIO 106
NUR 101
PSY 150

**SUMMER SEMESTER I**
CIS 111
NUR 103

**SPRING SEMESTER I**
ENG 111
NUR 102
PSY 241

## Note:

**CNA classes are offered through Continuing Education. Please call (910) 362-7170 for information.**

# *Occupational Therapy Assistant*

**A.A.S. DEGREE (A45500)**

*This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.*

## Associate in Applied Science Program

The Occupational Therapy Assistant curriculum prepares individuals to work under the supervision of a registered/licensed occupational therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

Course work includes human growth and development, conditions which interfere with activities of daily living, theory and process of occupational therapy, individual/group treatment activities, therapeutic use of self, activity analysis, and grading/adapting activities and environments.

Graduates may be eligible to take the national certification examination for practice as a certified occupational therapy assistant. Employment opportunities include hospitals, rehabilitation facilities, long-term/extended care facilities, sheltered workshops, schools, home health programs, and community programs. Successful completion of the program is required for certification and licensure.

The National Board of Certification in Occupational Therapy administers the national certification examination. The NBCOT is the certifying body for occupational therapy practitioners.

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Course** | | |
| BIO 169 | Anatomy and Physiology II | 4 |
| COM 110 | Introduction to Communication | 3 |
| ENG 111 | Expository Writing | 3 |
| ENG 112 | Argument Based Research 3 | |
| | or | |
| ENG 114 | Professional Research and Reporting | 3 |
| Humanities/Fine Arts Elective | | 3 |
| PSY 150 | General Psychology | 3 |
| **II. Major Courses:** | | |
| BIO 168 | Anatomy and Physiology I | 4 |
| CIS 110 | Introduction to Computers | 3 |
| | or | |
| CIS 111 | Basic PC Literacy | 2 |
| OTA 110 | Fundamentals of OT | 3 |
| OTA 120 | OT Media I | 2 |
| OTA 130 | Assessment Skills | 3 |
| OTA 140 | Professional Skills I | 1 |
| OTA 150 | Life Span Skills I | 3 |
| OTA 161 | Fieldwork I Placement 1 | 1 |
| OTA 162 | Fieldwork I Placement 2 | 1 |
| OTA 163 | Fieldwork I Placement 3 | 1 |
| OTA 170 | Physical Dysfunction | 3 |
| OTA 180 | Psychosocial Dysfunction | 3 |

| | | |
|---|---|---|
| OTA 220 | OT Media II | 3 |
| OTA 240 | Professional Skills II | 1 |
| OTA 250 | Life Span Skills II | 3 |
| OTA 260 | Fieldwork II Placement 1 | 6 |
| OTA 261 | Fieldwork II Placement 2 | 6 |
| OTA 280 | Professional Transitions | 1 |
| PSY 241 | Developmental Psychology | 3 |
| PSY 281 | Abnormal Psychology | 3 |

**III. Occupational Therapy Assistant Electives**
*Students must select 3 SHC from the following:*

| | | |
|---|---|---|
| SOC 240 | Social Psychology | 3 |
| BUS 230 | Small Business Management | 3 |
| PSY 265 | Behavioral Modifications | 3 |
| SOC 213 | Sociology of the Family | 3 |
| SOC 220 | Social Problems | 3 |

**Total Credits ..... 75/76**

The Occupational Therapy Assistant program at CFCC is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 5720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA.

**FALL SEMESTER I**
BIO 168
COM 110
ENG 111
OTA 110
OTA 120
OTA 140
PSY 150

**FALL SEMESTER II**
ENG 112 or 114
Humanities/Fine Arts Elect
OTA 163
OTA 180
OTA 240
OTA 250
Occupat Therapy Elective

**SPRING SEMESTER I**
BIO 169
OTA 130
OTA 150
OTA 161
OTA 170
PSY 241

**SPRING SEMESTER II**
OTA 260
OTA 261
OTA 280

**SUMMER SEMESTER I**
CIS 110 or CIS 111
OTA 162
OTA 220
PSY 281

Students in the OTA program must achieve a "C" or higher in each course within the curriculum in order to fulfill graduation requirements. OTA core courses cannot be taken out of sequence.

Level II fieldwork placements must be completed within 18 months of completion of the didactic course work.

# *Office Systems Technology*

**A.A.S. DEGREE (A25360)**
**DIPLOMA (D25360)**
**CERTIFICATE (C25360)**

## Associate in Applied Science Program

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

**Semester Hour Credits**

**I. General Education Course**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research & Reporting | 3 |
| Humanities/Fine Arts Elective | | 3 |
| Social/Behavioral Science Elective | | 3 |
| 3 SHC Natural Science, or MAT 115 or higher | | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| ACC 115 | College Accounting | 4 |
| BUS 121 | Business Math | 3 |
| BUS 270 | Professional Development | 3 |
| CIS 111 | Basic PC Literacy | 2 |
| CTS 130 | Spreadsheet | 3 |
| DBA 110 | Database Concepts | 3 |
| ECO 151 | Survey of Economics | 3 |
| MKT 223 | Customer Service | 3 |
| OST 131 | Keyboarding | 2 |
| OST 132 | Keyboard Skill Building | 2 |
| OST 134 | Text Entry and Formatting | 3 |
| OST 136 | Word Processing | 2 |
| OST 164 | Text Editing Applications | 3 |
| OST 184 | Records Management | 2 |
| OST 233 | Office Publications Design | 3 |
| OST 236 | Advanced Word/Information Processing | 3 |
| OST 289 | Office Systems Management | 3 |

**III. Office Systems Technology Electives**
*Students must take at least 3 SHC from the following:*

| | | |
|---|---|---|
| BUS 125 | Personal Finance | 3 |
| BUS 137 | Principles of Management | 3 |
| BUS 230 | Small Business Management | 3 |
| BUS 280 | R.E.A.L. Small Business | 4 |

WEB 110 Web Design .....3
COE 111(OS) Co-op Work Experience I .....1
COE 121(OS) Co-op Work Experience II .....1
COE 131(OS) Co-op Work Experience III .....1

**Total Credits .....65**

| FALL SEMESTER I | FALL SEMESTER II |
|---|---|
| BUS 121 | ACC 115 |
| BUS 270 | DBA 110 |
| CIS 111 | ECO 151 |
| ENG 111 | MKT 223 |
| OST 131 | OST 236 |
| Social/Behav Science Elect | |

| SPRING SEMESTER I | SPRING SEMESTER II |
|---|---|
| ENG 114 | Office Systems Elective |
| Humanities/Fine Arts Elect | CTS 130 |
| OST 134 | OST 132 |
| OST 136 | OST 184 |
| OST 164 | OST 233 |
| 3 SHC Natural Science or | OST 289 |
| MAT 115 or higher | |

## *Office Systems Technology*
### Diploma Program

**Semester Hour Credits**

**I. General Education Courses**
ENG 111 Expository Writing .....3
Humanities/Fine Arts Elective .....3

**II. Major Courses**
ACC 115 College Accounting .....4
BUS 270 Professional Development .....3
CIS 111 Basic PC Literacy .....2
CTS 130 Spreadsheet .....3
DBA 110 Database Concepts .....3
OST 131 Keyboarding .....2
OST 134 Text Entry and Formatting .....3
OST 136 Word Processing .....2
OST 164 Text Editing Applications .....3
OST 184 Records Management .....2
OST 233 Office Publications Design .....3
OST 236 Advanced Word/Information Processing .....3
OST 289 Office Systems Management .....3

**III. Office Systems Technology Electives**
*Students must take at least 3 SHC from the following:*
BUS 125 Personal Finance .....3
BUS 137 Principles of Management .....3
BUS 280 R.E.A.L. Small Business .....4
WEB 110 Web Design .....3
COE 111(OS) Co-op Work Experience I .....1
COE 121(OS) Co-op Work Experience II .....1
COE 131(OS) Co-op Work Experience III .....1

**Total Hours .....45**

| FALL SEMESTER I | SUMMER SEMESTER I |
|---|---|
| ACC 115 | DBA 110 |
| BUS 270 | OST 134 |
| CIS 111 | OST 236 |
| ENG 111 | OST 289 |
| OST 131 | |
| OST Elective | |

**SPRING SEMESTER I**
CTS 130
OST 136
OST 164
OST 184
OST 233
Humanities/Fine Arts Elect

## *Office Systems Technology*
## COMPUTER SOFTWARE
### Certificate Program

The Computer Software Certificate Program prepares graduates for employment as information processing specialists, software help desk clerks, office managers, computerized office project managers, office entrepreneurs, and administrative assistants. Upon completion of courses, students will be provided with opportunities to earn international certification as a Microsoft Office User Specialist (MOUS). The MOUS certification areas are: Excel, Access, Word Proficient, Word Expert, and PowerPoint.

**Semester Hour Credits**

**I. General Education Courses**
CIS 111 Basic PC Literacy .....2
CTS 130 Spreadsheet .....3
DBA 110 Data Base Concepts .....3
OST 131 Keyboarding .....2
OST 136 Word Processing .....2
OST 233 Office Publications Design .....3
OST 236 Advanced Word Processing .....3

**Total Hours .....18**

| SUMMER SEMESTER I | FALL SEMESTER I |
|---|---|
| CIS 111 | CTS 130 |
| OST 131 | OST 136 |

**SPRING SEMESTER I**
DBA 110
OST 233
OST 236

# *Paralegal Technology*

## (Legal Assistant)

**A.A.S. DEGREE (A25380)**
**DIPLOMA (D25380)**
**CERTIFICATE-CIVIL LITIGATION TRACK (C25380)**
**CERTIFICATE-CIVIL REAL PROPERTY TRACK (C25380)**

### Associate in Applied Science Program

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks, and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate. family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

| | | Semester Hour Credits |
|---|---|---|
| I. General Education Courses | | |
| COM 231 | Public Speaking | 3 |
| ENG 111 | Expository Writing | 3 |
| Humanities/Fine Art Elective | | 3 |
| MAT 140 | Survey of Mathematics | 3 |
| MAT 140A | Survey of Math Lab | 1 |
| Social and Behavioral Science Elective | | 3 |
| II. Major Courses | | |
| LEX 110 | Introduction to Paralegal Study | 3 |
| LEX 120 | Legal Research/Writing I | 3 |
| LEX 130 | Civil Injuries | 3 |
| LEX 150 | Commercial Law I | 3 |
| LEX 210 | Real Property I | 3 |
| LEX 240 | Family Law | 3 |
| LEX 250 | Wills Estates & Trust | 3 |
| LEX 287 | CLA Review Seminar | 2 |
| III. Other Major Courses | | |
| CIS 110 | Introduction to Computers | 3 |
| CJC 231 | Constitutional Law | 3 |
| COE 111(PA) | Cooperative Work Experience | 1 |
| COE 115(PA) | Cooperative Work Experience Seminar | 1 |
| LEX 121 | Legal Research.Writing II | 3 |
| LEX 141 | Civil Litigation I | 3 |
| LEX 151 | Commercial Law II | 3 |
| LEX 160 | Criminal Law and Procedure | 3 |
| LEX 170 | Administrative Law | 2 |
| LEX 211 | Property II | 3 |
| LEX 214 | Investigation & Trial Prep | 3 |
| LEX 260 | Bankruptcy & Collections | 3 |

| | | |
|---|---|---|
| LEX 270 | Law Office Management & Tech. | 2 |
| LEX 271 | Law Office Writing | 2 |
| LEX 280 | Ethics and Professionalism | 2 |
| LEX 287 | CLA Review Seminar | 2 |

Total Credits: 76

### PARALEGAL TECHNOLOGY (DAY)

| FALL SEMESTER I | FALL SEMESTER II |
|---|---|
| CIS 110 | Humanities/Fine Arts Elect |
| ENG 111 | LEX 210 |
| LEX 110 | LEX 214 |
| LEX 130 | LEX 240 |
| LEX 150 | LEX 260 |
| MAT 140 | LEX 270 |
| MAT 140A | |
| **SPRING SEMESTER I** | **SPRING SEMESTER II** |
| ACC 120 | COE 111(PA) |
| LEX 120 | COE 115(PA) |
| LEX 140 | COM 231 |
| LEX 151 | LEX 211 |
| LEX 160 | LEX 250 |
| Social/Behav Science Elect | LEX 287 |

**SUMMER SEMESTER I**
CJC 231
LEX 121
LEX 170
LEX 271

## PARALEGAL TECHNOLOGY (NIGHT)

**FALL SEMESTER I**
ENG 111
LEX 110

**SPRING SEMESTER I**
LEX 130
LEX 150

**SUMMER SEMESTER I**
CIS 110
MAT 140
MAT 140A

**FALL SEMESTER II**
LEX 120
LEX 140
LEX 151

**SPRING SEMESTER II**
LEX 160
Social/Behav Science Elect

**SUMMER SEMESTER II**
Humanities/Fine Arts Elect
LEX 280

**FALL SEMESTER III**
LEX 121
LEX 170

**SPRING SEMESTER III**
LEX 271
CJC 231

**SUMMER SEMESTER III**
LEX 240
LEX 260

**FALL SEMESTER IV**
LEX 210
LEX 270

**SPRING SEMESTER IV**
COM 231
LEX 211

**SUMMER SEMESTER IV**
LEX 214
LEX 287

**FALL SEMESTER V**
COE 111(PA)
COE 115(PA)
LEX 250

*A new first year class will commence in the Fall Semester of each odd numbered year.

## *Paralegal Technology*
### Diploma Program

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| COM 231 | Public Speaking | 3 |
| MAT 140 | Survey of Math | 3 |
| MAT 140A | Survey of Math Lab | 1 |
| LEX 110 | Introduction to Paralegal Studies | 3 |
| LEX 120 | Legal Research and Writing I | 3 |
| LEX 130 | Civil Injuries | 3 |
| LEX 140 | Civil Litigation I | 3 |
| LEX 150 | Commercial Law 1 | 3 |
| LEX 160 | Criminal Law | 3 |
| LEX 210 | Real Property I | 3 |
| LEX 240 | Family Law | 3 |
| LEX 250 | Wills, Estate & Trust | 3 |
| LEX 260 | Bankruptcy & Collections | 3 |
| CJC 231 | Constitutional Law | 3 |
| **Total Credits** | | **40** |

**FALL SEMESTER**
LEX 110
LEX 130
LEX 160
LEX 150
LEX 210

**SPRING SEMESTER**
LEX 120
LEX 140
LEX 240
LEX 250
LEX 260

**FALL SEMESTER**
CJC 231
COM 231
MAT 140
MAT 140A

## *Paralegal Technology*
### CIVIL LITIGATION TRACK
### Certificate Program

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| LEX 110 | Introduction to Paralegal Studies | 3 |
| LEX 130 | Civil Injuries | 3 |
| LEX 140 | Civil Litigation I | 3 |
| LEX 150 | Commercial Law 1 | 3 |
| LEX 240 | Family Law | 3 |
| LEX 250 | Wills, Estate & Trust | 3 |
| **Total Credits** | | **18** |

**FIRST SEMESTER**
LEX110
LEX 130
LEX 150

**SECOND SEMESTER**
LEX 140
LEX 240
LEX 250

## *Paralegal Technology*
### REAL PROPERTY TRACK
### Certificate Program

| | | Semester Hour Credits |
|---|---|---|
| **I. General Education Courses** | | |
| LEX 110 | Introduction to Paralegal Studies | 3 |
| LEX 210 | Real Property 1 | 3 |
| LEX 211 | Real Property II | 3 |
| LEX 150 | Commercial Law 1 | 3 |
| LEX 240 | Family Law | 3 |
| LEX 250 | Wills, Estate & Trust | 3 |
| **Total Credits** | | **18** |

**FIRST SEMESTER**
LEX 110
LEX 210
LEX 150

**SECOND SEMESTER**
LEX 211
LEX 240
LEX 250

# *Pharmacy Technology*

**)IPLOMA (D45580)**

*This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.*

## Diploma Program

The Pharmacy Technology curriculum prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Graduates will maintain patient's records; fill prescriptions; maintain inventories; set up, package, and label medication doses; prepare solutions and intravenous additives; and perform clerical duties, including insurance forms and forms required by third-party payers.

Graduates may be employed in hospitals, nursing homes, private and chain drug stores, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates will qualify to take the National Certification Examination developed by the Pharmacy Technician Certification Board.

**Semester Hour Credits**

**. General Education Courses**

| | | |
|---|---|---|
| BIO 106 | Intro to Anat/Phys/Micro | 3 |
| ENG 102 | Applied Communications II | 3 |
| PSY 118 | Interpersonal Psychology | 3 |

**I. Major Courses**

| | | |
|---|---|---|
| PHM 110 | Intro to Pharmacy | 3 |
| PHM 111 | Pharmacy Practice I | 4 |
| PHM 115 | Pharmacy Calculations | 3 |
| PHM 115A | Pharmacy Calculations Lab | 1 |
| PHM 118 | Sterile Products | 4 |
| PHM 120 | Pharmacology I | 3 |
| PHM 125 | Pharmacology II | 3 |
| PHM 133 | Pharmacy Clinical | 3 |
| PHM 136 | Pharmacy Clinical | 6 |
| PHM 140 | Trends in Pharmacy | 2 |

**II. Other Major Courses**

| | | |
|---|---|---|
| CIS 111 | Basic PC Literacy | 2 |

**Total Credits** ..... **43**

**FALL SEMESTER I**
BIO 106
CIS 111
PHM 110
PHM 111
PHM 115
PHM 115A

**SPRING SEMESTER I**
PHM 118
PHM 120
PHM 136
PSY 118

**SUMMER SEMESTER I**
ENG 102
PHM 125
PHM 133
PHM 140

# *Phlebotomy*

**CERTIFICATE (C45600)**

*This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.*

## Certificate Program

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physician's offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

**Semester Hour Credits**

**I. Major Courses**

| | | |
|---|---|---|
| PBT 100 | Phlebotomy Technology | 6 |
| PBT 101 | Phlebotomy Practicum | 3 |
| PSY 118 | Interpersonal Psychology | 3 |

**Total Credits** ..... **12**

# *Practical Nursing (LPN)*

**See Nursing Programs page 148.**

# *Radiography*

**A.A.S. DEGREE (A45700)**

*This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.*

## Associate in Applied Science Program

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| BIO 168 | Anatomy & Physiology I | 4 |
| BIO 169 | Anatomy & Physiology II | 4 |
| ENG 111 | Expository Writing | 3 |
| ENG 114 | Professional Research & Reporting | 3 |
| Humanities Elective | | 3 |
| PSY 150 | General Psychology | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| RAD 110 | Rad Intro & Patient Care | 3 |
| RAD 111 | Rad Procedures I | 4 |
| RAD 112 | Rad Procedures II | 4 |
| RAD 121 | Radiographic Imaging I | 3 |
| RAD 122 | Radiographic Imaging II | 2 |
| RAD 131 | Radiographic Physics I | 2 |
| RAD 151 | RAD Clinical Ed I | 2 |
| RAD 161 | RAD Clinical Ed II | 5 |
| RAD 171 | RAD Clinical Ed III | 4 |
| RAD 211 | Rad Procedures III | 3 |
| RAD 231 | Radiographic Physics II | 2 |
| RAD 241 | Radiation Protection | 2 |
| RAD 245 | Radiographic Analysis | 3 |
| RAD 251 | RAD Clinical Ed IV | 7 |
| RAD 261 | RAD Clinical Ed V | 7 |

**III. Other Major Courses**

| | | |
|---|---|---|
| CIS 111 | Basic PC Literacy | 2 |
| COE 110 (RA) | World of Work | 1 |

**Total Credits** ..... **76**

**FALL SEMESTER I**
BIO 168
ENG 111
RAD 110
RAD 111
RAD 151

**FALL SEMESTER II**
ENG 114
PSY 150
RAD 211
RAD 231
RAD 251

**SPRING SEMESTER I**
BIO 169
RAD 112
RAD 121
RAD 161

**SPRING SEMESTER II**
COE 110 (RA)
Humanities Elective
RAD 241
RAD 261
RAD 245
RAD 261

**SUMMER SEMESTER I**
CIS 111
RAD 131
RAD 122
RAD 171

# *Real Estate*

**CERTIFICATE (C25400)**

*The Real Estate and Real Estate Appraisal programs are in the process of being changed. Students should contact Laure Pettys, Lead Instructor-Real Estate programs at 362-7467 or Pat Hogan, Chair-Business at 362-7281 when registering for classes in these programs.*

## Certificate Program

The Real Estate curriculum provides the pre-licensing education required by the North Carolina Real Estate Commission to obtain a Salesperson License and a Broker License. In addition, the curriculum offers courses in real estate mathematics and basic computer software applications for personal computers.

The primary goal of the certificate program is to prepare students to successfully pass the North Carolina Licensing Examination. This examination is designed to measure the student's knowledge and understanding of the subject matter essential to real estate practice today.

The core topics covered on the North Carolina Licensing Examination include real estate law, brokerage, finance, valuation, math, as well as N.C. Real Estate License Law, Commission Rules and Trust Account Guidelines.

**Semester Hour Credits**

**I. Major Courses**

| | | |
|---|---|---|
| RLS 112 | Real Estate Fundamentals | 5 |
| RLS 113 | Real Estate Mathematics | 2 |
| RLS 117 | Real Estate Broker | 4 |

**II. Real Estate Electives**
*Students must take at least 2 SHC from the following:*
BUS 270 Professional Development ..... 3

CIS 111 Basic PC Literacy ..... 2
MKT 223 Customer Service ..... 3

**Total Credits ..... 13**

# *Real Estate Appraisal*
**CERTIFICATE (C25420)**

*The Real Estate and Real Estate Appraisal programs are in the process of being changed. Students should contact Laurel Pettys, Lead Instructor-Real Estate programs at 362-7467 or Pat Hogan, Chair-Business at 362-7281 when registering for classes in these programs.*

## Certificate Program
Effective January 1, 2003, each applicant for registration as a trainee or real estate appraiser shall complete ninety (90) hours of pre-licensing education, consisting of the following:
A minimum of 30 hours in REA 101;
A minimum of 30 hours in REA 102;
A minimum of 15 hours in REA 103;
A minimum of 15 hours in Uniform Standard of Professional Appraisal Practice (USPAP) REA 104

The Real Estate Appraisal curriculum is designed to prepare individuals to enter the appraisal profession as a registered trainee and advance to licensed or certified appraiser levels.

Course work includes appraisal theory and concepts with applications, the North Carolina Appraisers Act, North Carolina Appraisal Board Rules, and the Uniform Standards of Professional Appraisal Practice (USPAP).

Graduates should be prepared to complete the North Carolina Registered Trainee Examinations and advance to licensure or certification levels as requirements are met.

**Semester Hour Credits**

**I. Major Courses**
REA 101 Introduction to Real Estate Appraisal R-1 ..... 2
REA 102 Valuation Principles & Practices R-2 ..... 2
REA 103 Applied Residential Property Valuation R-3 ... 1
REA 104 USPAP R-4 ..... 1
REA 201 Introduction to Income Property Appraisal G-1 ..... 2
REA 202 Advanced Income Capitalization Procedure G-2 ..... 2
REA 203 Applied Income Property Valuation G-3 ..... 2

**Total Credits ..... 12**

Note: The number of minimum hours stated for each course does not include the exam for the course. The Real Estate Appraisal Board does not allow the minimum class time to include the exam.

# *Truck Driver Training*
**CERTIFICATE (C60300)**

## Certificate Program
The Truck Driver Training curriculum prepares individuals to drive tractor trailers rigs. This program teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles.

The course work includes motor vehicle laws and regulations, map reading, vehicle maintenance, safety procedures, daily logs, defensive driving, freight handling, security, and fire protection. Highway driving, training range exercises, and classroom lectures are used to develop the student's knowledge and skills.

Graduates of the curriculum are qualified to take the Commercial Driver's License and employable by commercial trucking firms. They may also become owner-operators and work as private contract haulers.

**Semester Hour Credits**

**Major Courses**
TRP 100 Truck Driver Training ..... 12

**Total Credits ..... 12**

# *Welding Technology*

**DIPLOMA (D50420)**
**CERTIFICATE (C50420)**

## Diploma Program

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

**Semester Hour Credits**

**I. General Education Courses**

| | | |
|---|---|---|
| ENG 101 | Applied Communications I | 3 |
| MAT 101 | Applied Mathematics I | 3 |

**II. Major Courses**

| | | |
|---|---|---|
| CIS 111 | Basic PC Literacy | 2 |
| WLD 110 | Cutting Processes | 2 |
| WLD 115 | SMAW (Stick) Plate | 5 |
| WLD 116 | SMAW (Stick) Plate/Pipe | 4 |
| WLD 121 | GMAW (MIG) FCAW/Plate | 4 |
| WLD 131 | GTAW (TIG) Plate | 4 |
| WLD 132 | GTAW (TIG) Plate/Pipe | 3 |
| WLD 141 | Symbols and Specifications | 3 |
| WLD 143 | Welding Metallurgy | 2 |
| WLD 215 | SMAW (Stick) Pipe | 4 |
| WLD 231 | GTAW (TIG) Pipe | 3 |

**Total Credits ..... 42**

| FALL SEMESTER I | SUMMER SEMESTER I |
|---|---|
| MAT 101 | WLD 215 |
| WLD 110 | WLD 231 |
| WLD 115 | |
| WLD 131 | |
| WLD 141 | |

**SPRING SEMESTER I**
CIS 111
ENG 101
WLD 116
WLD 121
WLD 132
WLD 143

## *Welding Technology*
## Certificate Program
**(EVENINGS)**

**Semester Hour Credits**

**I. Major Courses**

| | | |
|---|---|---|
| WLD 110 | Cutting Processes | 2 |
| WLD 115 | SMAW (Stick) Plate | 5 |
| WLD 116 | SMAW (Stick) Plate/Pipe | 4 |
| WLD 131 | GTAW (TIG) Plate | 4 |

**Total Credits ..... 15**

| FALL SEMESTER I | SPRING SEMESTER I |
|---|---|
| WLD 110 | WLD 116 |
| WLD 115 | WLD 131 |

# Courses with General Education Classification

The courses below may fulfill the general education core requirements in the programs offered at CFCC. The general education core includes the following: communication or humanities/fine arts, mathematics, natural science, and social/behavioral sciences. In the fourth column, "Course Types," the letter designations are as follows:

CO = Communication
HF = Humanities/Fine Arts
MA = Mathematics
NS = Natural Science
SB = Social/Behavioral Sciences

The degree program designations in the last seven columns are as follows:

AA = Associate in Arts
AS = Associate in Science
AFA = Associate in Fine Arts
AGE = Associate in General Education
AAS = Associate in Applied Sciences
DIP = Diploma
CER = Certificate

The letter "X" identifies the course as a general education core in the respective program.

| Course | Course Title | Credit Hours | Course Types | AA | AS | AFA | AGE | AAS | DIP | CER |
|---|---|---|---|---|---|---|---|---|---|---|
| ANT-210 | General Anthropology | 3 | SB | X | X | X | X | X | X | X |
| ANT-220 | Cultural Anthropology | 3 | SB | X | X | X | X | X | X | X |
| ART-111 | Art Appreciation | 3 | HF | X | X | X | X | X | X | X |
| ART-114 | Art History Survey I | 3 | HF | X | X | X | X | X | X | X |
| ART-115 | Art History Survey II | 3 | HF | X | X | X | X | X | X | X |
| ART-116 | Survey of American Art | 3 | HF | X | X | X | X | X | X | X |
| ART-117 | Non-Western Art History | 3 | HF | X | X | X | X | X | X | X |
| ART-121 | Design I | 3 | HF | | | | X | X | X | X |
| ART-131 | Drawing I | 3 | HF | | | | X | X | X | X |
| ART-132 | Drawing II | 3 | HF | | | | X | X | X | X |
| ART-171 | Computer Art I | 3 | HF | | | | X | X | X | X |
| ART-240 | Painting I | 3 | HF | | | | X | X | X | X |
| ART-241 | Painting II | 3 | HF | | | | X | X | X | X |
| ART-261 | Photography I | 3 | HF | | | | X | X | X | X |
| ART-262 | Photography II | 3 | HF | | | | X | X | X | X |
| ART-266 | Videography I | 3 | HF | | | | X | X | X | X |
| ART-271 | Computer Art II | 3 | HF | | | | X | X | X | X |
| ART-281 | Sculpture I | 3 | HF | | | | X | X | X | X |
| ART-283 | Ceramics I | 3 | HF | | | | X | X | X | X |
| ART-288 | Studio | 3 | HF | | | | X | X | X | X |
| BIO-106 | Intro to Anat/Phys/Micro | 3 | NS | | | | X | X | X | X |
| BIO-110 | Principles of Biology | 4 | NS | X | X | X | X | X | X | X |
| BIO-111 | General Biology I | 4 | NS | X | X | X | X | X | X | X |
| BIO-112 | General Biology II | 4 | NS | X | X | X | X | X | X | X |
| BIO-140 | Environmental Biology | 3 | NS | X | X | X | X | X | X | X |
| BIO-140A | Environmental Biology Lab | 1 | NS | X | X | X | X | X | X | X |
| BIO-163 | Basic Anat & Physiology | 5 | NS | | | | X | X | X | X |
| BIO-168 | Anatomy and Physiology I | 4 | NS | | | | X | X | X | X |

## CAPE FEAR COMMUNITY COLLEGE

| Course | Course Title | Credit Hours | Course Types | AA | AS | AFA | AGE | AAS | DIP | CER |
|---|---|---|---|---|---|---|---|---|---|---|
| BIO-169 | Anatomy and Physiology II | 4 | NS | | | | X | X | X | X |
| BIO-173 | Microbes in World Affairs | 3 | NS | | | | X | X | X | X |
| BIO-175 | General Microbiology | 3 | NS | | | | X | X | X | X |
| CHM-131 | Introduction to Chemistry | 3 | NS | X | X | X | X | X | X | X |
| CHM-131A | Introduction to Chemistry Lab | 1 | NS | X | X | X | X | X | X | X |
| CHM-132 | Organic and Biochemistry | 4 | NS | X | X | X | X | X | X | X |
| CHM-151 | General Chemistry I | 4 | NS | X | X | X | X | X | X | X |
| CHM-152 | General Chemistry II | 4 | NS | X | X | X | X | X | X | X |
| CIS-110 | Computer Concepts | 3 | MA (2nd) | X | X | X | X | X | X | X |
| CIS-115 | Programming/Logic Concept | 3 | MA (2nd) | X | X | X | X | X | X | X |
| COM-110 | Introduction to Communication | 3 | CO | X | X | X | X | X | X | X |
| | | | HF (sub) | X | X | | | | | |
| COM-111 | Voice and Diction I | 3 | CO | | | | X | X | X | X |
| COM-120 | Interpersonal Communication | 3 | CO | X | X | X | X | X | X | X |
| | | | HF (sub) | X | X | | | | | |
| COM-140 | Intercultural Commun | 3 | CO | | | | X | X | X | X |
| COM-231 | Public Speaking | 3 | CO | X | X | X | X | X | X | X |
| | | | HF (sub) | X | X | | | | | |
| COM-233 | Persuasive Speaking | 3 | CO | | | | X | X | X | X |
| DRA-111 | Theatre Appreciation | 3 | HF | X | X | X | X | X | X | X |
| DRA-120 | Voice for Performance | 3 | HF | | | | X | X | X | X |
| DRA-122 | Oral Interpretation | 3 | HF | X | X | X | X | X | X | X |
| DRA-126 | Storytelling | 3 | HF | X | X | X | X | X | X | X |
| DRA-128 | Children's Theatre | 3 | HF | | | | X | X | X | X |
| DRA-130 | Acting I | 3 | HF | | | | X | X | X | X |
| DRA-211 | Theatre History I | 3 | HF | X | X | X | X | X | X | X |
| DRA-212 | Theatre History II | 3 | HF | X | X | X | X | X | X | X |
| ECO-151 | Survey of Economics | 3 | SB | X | X | X | X | X | X | X |
| ECO-251 | Prin of Microeconomics | 3 | SB | X | X | X | X | X | X | X |
| ECO-252 | Prin of Macroeconomics | 3 | SB | X | X | X | X | X | X | X |
| ENG-101 | Applied Communications I | 3 | CO | | | | | | X | X |
| ENG-102 | Applied Communications II | 3 | CO | | | | | | X | X |
| ENG-111 | Expository Writing | 3 | CO | X | X | X | X | X | X | X |
| ENG-112 | Argument-Based Research | 3 | CO | X | X | X | X | X | X | X |
| ENG-113 | Literature-Based Research | 3 | CO | X | X | X | X | X | X | X |
| ENG-114 | Prof Research & Reporting | 3 | CO | X | X | X | X | X | X | X |
| ENG-125 | Creative Writing I | 3 | HF | | | | X | X | X | X |
| ENG-131 | Introduction to Literature | 3 | HF | X | X | X | X | X | X | X |
| ENG-132 | Introduction to Drama | 3 | HF | | | | X | X | X | X |
| ENG-133 | Introduction to the Novel | 3 | HF | | | | X | X | X | X |
| ENG-231 | American Literature I | 3 | HF | X | X | X | X | X | X | X |
| ENG-232 | American Literature II | 3 | HF | X | X | X | X | X | X | X |
| ENG-233 | Major American Writers | 3 | HF | X | X | X | X | X | X | X |
| ENG-241 | British Literature I | 3 | HF | X | X | X | X | X | X | X |
| ENG-242 | British Literature II | 3 | HF | X | X | X | X | X | X | X |

| Course | Course Title | Credit Hours | Course Types | AA | AS | AFA | AGE | AAS | DIP | CER |
|---|---|---|---|---|---|---|---|---|---|---|
| ENG-251 | Western World Literature I | 3 | HF | X | X | X | X | X | X | X |
| ENG-252 | Western World Literature II | 3 | HF | X | X | X | X | X | X | X |
| ENG-261 | World Literature I | 3 | HF | X | X | X | X | X | X | X |
| ENG-262 | World Literature II | 3 | HF | X | X | X | X | X | X | X |
| ENG-272 | Southern Literature | 3 | HF | | | | X | X | X | X |
| ENG-273 | African-American Literature | 3 | HF | | | | X | X | X | X |
| ENG-274 | Literature by Women | 3 | HF | | | | X | X | X | X |
| FRE-111 | Elementary French I | 3 | HF (2nd) | X | X | X | X | X | X | X |
| FRE-112 | Elementary French II | 3 | HF (2nd) | X | X | X | X | X | X | X |
| FRE-181 | French Lab 1 | 1 | HF (2nd) | | | | X | X | X | X |
| FRE-182 | French Lab 2 | 1 | HF | | | | X | X | X | X |
| FRE-211 | Intermediate French I | 3 | HF | X | X | X | X | X | X | X |
| FRE-212 | Intermediate French II | 3 | HF | X | X | X | X | X | X | X |
| FRE-281 | French Lab 3 | 1 | HF | | | | X | X | X | X |
| FRE-282 | French Lab 4 | 1 | HF | | | | X | X | X | X |
| GEL-113 | Historical Geology | 4 | NS | X | X | X | X | X | X | X |
| GEL-120 | Physical Geology | 4 | NS | X | X | X | X | X | X | X |
| GEL-230 | Environmental Geology | 4 | NS | X | X | X | X | X | X | X |
| GEO-131 | Physical Geography I | 4 | SB | | | | X | X | X | X |
| GER-111 | Elementary German I | 3 | HF (2nd) | X | X | X | X | X | X | X |
| GER-112 | Elementary German II | 3 | HF (2nd) | X | X | X | X | X | X | X |
| GER-181 | German Lab 1 | 1 | HF (2nd) | | | | X | X | X | X |
| GER-182 | German Lab 2 | 1 | HF (2nd) | | | | X | X | X | X |
| GER-211 | Intermediate German I | 3 | HF | X | X | X | X | X | X | X |
| GER-212 | Intermediate German II | 3 | HF | X | X | X | X | X | X | X |
| GER-281 | German Lab 3 | 1 | HF | | | | X | X | X | X |
| GER-282 | German Lab 4 | 1 | HF | | | | X | X | X | X |
| HIS-115 | Intro to Global History | 3 | SB | X | X | X | X | X | X | X |
| HIS-116 | Current World Problems | 3 | SB | | | | X | X | X | X |
| HIS-121 | Western Civilization I | 3 | SB | X | X | X | X | X | X | X |
| HIS-122 | Western Civilization II | 3 | SB | X | X | X | X | X | X | X |
| HIS-131 | American History I | 3 | SB | X | X | X | X | X | X | X |
| HIS-132 | American History II | 3 | SB | X | X | X | X | X | X | X |
| HIS-221 | African-American History | 3 | SB | | | | X | X | X | X |
| HIS-229 | History of the Old South | 3 | SB | | | | X | X | X | X |
| HUM-110 | Technology and Society | 3 | HF | X | X | X | X | X | X | X |
| HUM-115 | Critical Thinking | 3 | HF | X | X | X | X | X | X | X |
| HUM-130 | Myth in Human Culture | 3 | HF | X | X | X | X | X | X | X |
| HUM-160 | Introduction to Film | 3 | HF | X | X | X | X | X | X | X |
| HUM-161 | Advanced Film Studies | 3 | HF | X | X | X | X | X | X | X |
| HUM-220 | Human Values and Meaning | 3 | HF | X | X | X | X | X | X | X |
| HUM-230 | Leadership Development | 3 | HF | | | | X | X | X | X |
| MAT-101 | Applied Mathematics I | 3 | MA | | | | | | X | X |
| MAT-102 | Applied Mathematics II | 3 | MA | | | | | | X | X |

## CAPE FEAR COMMUNITY COLLEGE

| Course | Course Title | Credit Hours | Course Types | AA | AS | AFA | AGE | AAS | DIP | CER |
|---|---|---|---|---|---|---|---|---|---|---|
| MAT-115 | Mathematical Models | 3 | MA | | | | X | X | X | X |
| MAT-120 | Geometry and Trigonometry | 3 | MA | | | | X | X | X | X |
| MAT-121 | Algebra/Trigonometry I | 3 | MA | | | | X | X | X | X |
| MAT-122 | Algebra/Trigonometry II | 3 | MA | | | | X | X | X | X |
| MAT-140 | Survey of Mathematics | 3 | MA | X | X | X | X | X | X | X |
| MAT-140A | Survey of Mathematics Lab | 1 | MA | | | | X | X | X | X |
| MAT-141 | Mathematical Concepts I | 3 | MA | X | | | X | X | X | X |
| MAT-141A | Mathemat Concepts I Lab | 1 | MA | | | | X | X | X | X |
| MAT-142 | Mathematical Concepts II | 3 | MA | X | | | X | X | X | X |
| MAT-142A | Mathemat Concepts II Lab | 1 | MA | | | | X | X | X | X |
| MAT-151 | Statistics I | 3 | MA | X | X | X | X | X | X | X |
| MAT-151A | Statistics Lab I | 1 | MA | | | | X | X | X | X |
| MAT-155 | Statistical Analysis | 3 | MA | X | X | X | X | X | X | X |
| MAT-155A | Statistics Analysis Lab | 1 | MA | | | | X | X | X | X |
| MAT-171 | Precalculus Algebra | 3 | MA | X | X | X | X | X | X | X |
| MAT-171A | Precalculus Algebra Lab | 1 | MA | | | | X | X | X | X |
| MAT-172 | Precalculus Trigonometry | 3 | MA | X | X | X | X | X | X | X |
| MAT-172A | Precalculus Trig Lab | 1 | MA | | | | X | X | X | X |
| MAT-175 | Precalculus | 4 | MA | X | X | X | X | X | X | X |
| MAT-175A | Precalculus Lab | 1 | MA | | | | X | X | X | X |
| MAT-263 | Brief Calculus | 3 | MA | X | X | X | X | X | X | X |
| MAT-271 | Calculus I | 4 | MA | X | X | X | X | X | X | X |
| MAT-272 | Calculus II | 4 | MA | X | X | X | X | X | X | X |
| MAT-273 | Calculus III | 4 | MA | X | X | X | X | X | X | X |
| MUS-110 | Music Appreciation | 3 | HF | X | X | X | X | X | X | X |
| MUS-111 | Fundamentals of Music | 3 | HF | | | | X | X | X | X |
| MUS-112 | Introduction to Jazz | 3 | HF | X | X | X | X | X | X | X |
| MUS-113 | American Music | 3 | HF | X | X | X | X | X | X | X |
| MUS-114 | Non-Western Music | 3 | HF | X | X | X | X | X | X | X |
| MUS-121 | Music Theory I | 4 | HF | | | | X | X | X | X |
| PHI-210 | History of Philosophy | 3 | HF | X | X | X | X | X | X | X |
| PHI-215 | Philosophical Issues | 3 | HF | X | X | X | X | X | X | X |
| PHI-220 | Western Philosophy I | 3 | HF | X | X | X | X | X | X | X |
| PHI-221 | Western Philosophy II | 3 | HF | X | X | X | X | X | X | X |
| PHI-230 | Introduction to Logic | 3 | HF | | | | X | X | X | X |
| PHI-240 | Introduction to Ethics | 3 | HF | X | X | X | X | X | X | X |
| PHY-110 | Conceptual Physics | 3 | NS | X | X | X | X | X | X | X |
| PHY-110A | Conceptual Physics Lab | 1 | NS | X | X | X | X | X | X | X |
| PHY-131 | Physics-Mechanics | 4 | NS | | | | X | X | X | X |
| PHY-132 | Physics-Elec & Magnetism | 4 | NS | | | | X | X | X | X |
| PHY-151 | College Physics I | 4 | NS | X | X | X | X | X | X | X |
| PHY-152 | College Physics II | 4 | NS | X | X | X | X | X | X | X |
| PHY-251 | General Physics I | 4 | NS | X | X | X | X | X | X | X |
| PHY-252 | General Physics II | 4 | NS | X | X | X | X | X | X | X |
| POL-110 | Intro Political Science | 3 | SB | X | X | X | X | X | X | X |

| Course | Course Title | Credit Hours | Course Types | AA | AS | AFA | AGE | AAS | DIP | CER |
|---|---|---|---|---|---|---|---|---|---|---|
| POL-120 | American Government | 3 | SB | X | X | X | X | X | X | X |
| POL-210 | Comparative Government | 3 | SB | X | X | X | X | X | X | X |
| POL-220 | International Relations | 3 | SB | X | X | X | X | X | X | X |
| PSY-118 | Interpersonal Psychology | 3 | SB | | | | X | X | X | X |
| PSY-150 | General Psychology | 3 | SB | X | X | X | X | X | X | X |
| PSY-241 | Developmental Psych | 3 | SB | X | X | X | X | X | X | X |
| PSY-259 | Human Sexuality | 3 | SB | | | | X | X | X | X |
| PSY-263 | Educational Psychology | 3 | SB | | | | X | X | X | X |
| PSY-281 | Abnormal Psychology | 3 | SB | X | X | X | X | X | X | X |
| REL-110 | World Religions | 3 | HF | X | X | X | X | X | X | X |
| REL-111 | Eastern Religions | 3 | HF | X | X | X | X | X | X | X |
| REL-112 | Western Religions | 3 | HF | X | X | X | X | X | X | X |
| REL-211 | Intro to Old Testament | 3 | HF | X | X | X | X | X | X | X |
| REL-212 | Intro to New Testament | 3 | HF | X | X | X | X | X | X | X |
| REL-221 | Religion in America | 3 | HF | X | X | X | X | X | X | X |
| SOC-210 | Introduction to Sociology | 3 | SB | X | X | X | X | X | X | X |
| SOC-213 | Sociology of the Family | 3 | SB | X | X | X | X | X | X | X |
| SOC-220 | Social Problems | 3 | SB | X | X | X | X | X | X | X |
| SOC-230 | Race and Ethic Relations | 3 | SB | X | X | X | X | X | X | X |
| SOC-232 | Social Context of Aging | 3 | SB | | | | X | X | X | X |
| SOC-234 | Sociology of Gender | 3 | SB | | | | X | X | X | X |
| SOC-240 | Social Psychology | 3 | SB | X | X | X | X | X | X | X |
| SOC-242 | Sociology of Deviance | 3 | SB | | | | X | X | X | X |
| SPA-111 | Elementary Spanish I | 3 | HF (2nd) | X | X | X | X | X | X | X |
| SPA-112 | Elementary Spanish II | 3 | HF (2nd) | X | X | X | X | X | X | X |
| SPA-141 | Culture and Civilization | 3 | HF | | | | X | X | X | X |
| SPA-151 | Hispanic Literature | 3 | HF | | | | X | X | X | X |
| SPA-161 | Cultural Immersion | 3 | HF | | | | X | X | X | X |
| SPA-181 | Spanish Lab 1 | 1 | HF (2nd) | | | | X | X | X | X |
| SPA-182 | Spanish Lab 2 | 1 | HF (2nd) | | | | X | X | X | X |
| SPA-211 | Intermediate Spanish I | 3 | HF | X | X | X | X | X | X | X |
| SPA-212 | Intermediate Spanish II | 3 | HF | X | X | X | X | X | X | X |
| SPA-281 | Spanish Lab 3 | 1 | HF | | | | X | X | X | X |
| SPA-282 | Spanish Lab 4 | 1 | HF | | | | X | X | X | X |

# COURSE DESCRIPTIONS

**Please Note:**

**Prerequisite:** Skills, knowledge, or any course that is required before a student enrolls in a specific course.

CFCC administers one placement test: the Accuplacer (CPT). These scores are listed in the course descriptions. Satisfactory scores on placement tests taken at other colleges (SAT, ACT, COMPASS) may be used to waive Reading, Writing and Mathematical prerequisites. See page 10, the Placement Test Advising Guide, for additional information or talk with a counselor.

Receipt of transfer credit for ENG 111 or above will waive the Reading and/or Writing prerequisites for certain courses.

Receipt of a curriculum mathematics credit will waive the prerequisites for certain courses.

**Corequisite:** A course that must be taken along with another course.

Some courses may fulfill a general education requirement—communication or humanities/fine arts, mathematics, natural science, or social/behavioral science—in one of the following degree programs: AA (Associate in Arts), AS (Associate in Science), AFA (Associate in Fine Arts), AGE (Associate in General Education), AAS (Associate in Applied Science), DIP (Diploma), or CER (Certificate). Any course with a general education classification is identified by the last statement in the course description. Each statement should be read carefully. "SACS" in the description refers to CFCC's accrediting agency, the Southern Association of Colleges and Schools.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **ACA 111 College Student Success** | 1 | 0 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **ACC 115 College Accounting** | 3 | 2 | 0 | 4 |

Prerequisites: None
Corequisites: None

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

| | | | | |
|---|---|---|---|---|
| **ACC 120 Prin of Financial Acct** | 3 | 2 | 0 | 4 |

Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or in RED 09
Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | | | | |
|---|---|---|---|---|
| **ACC 121 Prin of Managerial Acct** | 3 | 2 | 0 | 4 |

Prerequisites: A grade of "C" or better in ACC 120
Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | | | | |
|---|---|---|---|---|
| **ACC 122 Principles of Financial Accounting II** | 3 | 0 | 0 | 3 |

Prerequisites: ACC 120 with a grade of "C" or better
Corequisites: None

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **ACC 129 Individual Income Taxes** | 2 | 2 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **ACC 130 Business Income Taxes** | 2 | 2 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. This course is also available through the Virtual Learning Community (VLC).

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **ACC 131 Federal Income Taxes** | 2 | 2 | 0 | 3 |

Prerequisites: ACC 120
Corequisites: None

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Emphasis is placed on the application of the Internal Revenue Code to preparation of tax returns for individuals, partnerships, and corporations. Upon completion, students should be able to complete federal tax returns for individuals, partnerships, and corporations.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **ACC 140 Payroll Accounting** | 1 | 2 | 0 | 2 |

Prerequisites: ACC 115 or ACC 120
Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **ACC 150 Accounting Software Application** | 1 | 2 | 0 | 2 |

Prerequisites: ACC 120 and CIS 110 or CIS 111
Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **ACC 175 Hotel & Restaurant Acct** | 3 | 2 | 0 | 4 |

Prerequisites: None
Corequisites: None

This course covers generally accepted accounting principles and the uniform system of accounts for small hotels and motels of the American Hotel and Motel Association. Emphasis is placed on the accounting cycle, analysis of financial statements, and payroll procedures including treatment of tips. Upon completion, students should be able to demonstrate competence in the accounting principles and procedures used in hotels and restaurants.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **ACC 180 Practices in Bookkeeping** | 3 | 0 | 0 | 3 |

Prerequisites: ACC 120 with a grade of "C" or better
Corequisites: None

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **ACC 220 Intermediate Accounting I** | 3 | 2 | 0 | 4 |

Prerequisites: ACC 120
Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **ACC 221 Intermediate Acct II** | 3 | 2 | 0 | 4 |

Prerequisites: ACC 220
Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **AHR 110 Intro to Refrigeration** | 2 | 6 | 0 | 5 |

Prerequisites: None
Corequisites: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **AHR 111 HVACR Electricity** | 2 | 2 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **AHR 112 Heating Technology** | 2 | 4 | 0 | 4 |

Prerequisites: None
Corequisites: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **AHR 113 Comfort Cooling** | 2 | 4 | 0 | 4 |

Prerequisites: AHR 110
Corequisites: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **AHR 114 Heat Pump Technology** | 2 | 4 | 0 | 4 |

Prerequisites: AHR 110 or AHR 113
Corequisites: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **AHR 115 Refrigeration Systems** | 1 | 3 | 0 | 2 |

Prerequisites: AHR 110
Corequisites: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **AHR 120 HVAC Maintenance** | 1 | 3 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **AHR 130 HVAC Controls** | 2 | 2 | 0 | 3 |

Prerequisites: AHR 111 or ELC 111
Corequisites: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analyis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **AHR 133 HVAC Servicing** | 2 | 6 | 0 | 4 |

Prerequisites: None
Corequisites: AHR 112 or AHR 113

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **AHR 140 All-Weather Systems** | 1 | 3 | 0 | 2 |

Prerequisites: AHR 112 or AHR 113
Corequisites: None

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **AHR 151 HVAC Duct Systems I** | 1 | 3 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

**AHR 211 Residential System Design** Class 2 Lab 2 Clinical 0 Credit 3
Prerequisites: None
Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

**ANT 210 General Anthropology** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. *This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ANT 220 Cultural Anthropology** 3 0 0 3
Prerequisites: Proficiency in reading (**minimum ASSET 42** or **CPT 80** on **Reading OR** a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed.
*This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ARC 111 Introduction to Architectural Technology** 1 6 0 3
Prerequisites: None
Corequisites: ARC 112

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, isometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

**ARC 112 Construction Materials & Methods** 3 2 0 4
Prerequisites: None
Corequisites: ARC 111

This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

**ARC 113 Residential Architectural Technology** 1 6 0 3
Prerequisites: ARC 111, ARC 112
Corequisites: ARC 114

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

**ARC 114 Architectural CAD** 1 3 0 2
Prerequisites: ARC 111 or CIS 111, ARC 112
Corequisites: ARC 113

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.

**ARC 114A Architectural CAD Lab** 0 3 0 1
Prerequisites: ARC 111, ARC 112
Corequisites: ARC 114

This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.

**ARC 131 Building Codes** 2 2 0 3
Prerequisites: ARC 112, ENG 111
Corequisites: None

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.

**ARC 211 Light Construction Technology** 1 6 0 3
Prerequisites: ARC 113, ARC 220, ARC 112
Corequisites: ARC 221

This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; sched-

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ules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.

**ARC 213 Design Project** 2 6 0 4
Prerequisites: ARC 211, ARC 221, ARC 230
Corequisites: None

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.

**ARC 220 Advanced Architect CAD** 1 3 0 2
Prerequisites: ARC 114
Corequisites: None

This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands.

**ARC 221 Architectural 3-D CAD** 1 4 0 3
Prerequisites: ARC 114, ARC 220
Corequisites: None

This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensioning drawings and renderings.

**ARC 230 Environmental Systems** 3 3 0 4
Prerequisites: ARC 111 and MAT 121
Corequisites: ARC 220

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

**ARC 231 Architectural Presentations** 2 4 0 4
Prerequisites: ARC 111
Corequisites: ARC 221

This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.

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**ARC 235 Architectural Portfolio** 2 3 0 3
Prerequisites: ARC 211, ARC 220, ARC 221
Corequisites: None

This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects.

**ARC 241 Contract Administration** 1 2 0 2
Prerequisites: ARC 112, ARC 131
Corequisites: None

This course covers the techniques for reviewing the progress of construction projects. Topics include site observations, field reports, applications for payment, change orders, and other related topics. Upon completion, students should be able to review construction progress and produce appropriate documentation.

**ARC 250 Survey of Architecture** 3 0 0 3
Prerequisites: ENG 111, CIS 111
Corequisites: None

This course introduces the historical trends in architectural form. Topics include historical and current trends in architecture. Upon completion, students should be able to demonstrate an understanding of significant historical and current architectural styles.

**ARC 264 Digital Architecture** 1 3 0 2
Prerequisites: ARC 114 and ARC 221
Corequisites: ARC 220

This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document.

**ART 111 Art Appreciation** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

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**ART 114 Art History Survey I** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ART 115 Art History Survey II** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ART 116 Survey of American Art** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ART 117 Non-Western Art History** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs*

**ART 121 Design I** 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**ART 122 Design II** 0 6 0 3
Prerequisites: ART 121
Corequisites: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**ART 131 Drawing I** 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**ART 132 Drawing II** 0 6 0 3
Prerequisites: ART 131
Corequisites: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on

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experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**ART 171 Computer Art I** 0 6 0 3
Prerequisites: CIS 110 (transfer course) or CIS 111 (technical course) **and** ART 131
Corequisites: None

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**ART 212 Gallery Assistantship I** 0 2 0 1
Prerequisites: None
Corequisites: None

This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**ART 214 Portfolio and Resume** 0 2 0 1
Prerequisites: None
Corequisites: None

This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective resume. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**ART 231 Printmaking I** 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**ART 232 Printmaking II** 0 6 0 3
Prerequisites: ART 231
Corequisites: None

This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**ART 240 Painting I** 0 6 0 3
Prerequisites: ART 131
Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs*

**ART 241 Painting II** 0 6 0 3
Prerequisites: ART 240
Corequisites: None

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE AAS, DIP, or CER degree programs*

**ART 245 Metals I** 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces basic metal design in traditional and contemporary art forms using brass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small sculptures, and utilitarian objects. Upon completion

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students should be able to design and produce small art objects. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement*

**ART 246 Metals II** 0 6 0 3
Prerequisites: ART 245
Corequisites: None

This course provides a continuation of metal design utilizing basic methods of casting and other processes. Emphasis is placed on individualized design. Upon completion, students should be able to design and produce expressive forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**ART 261 Photography I** 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**ART 262 Photography II** 0 6 0 3
Prerequisites: ART 261
Corequisites: None

This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**ART 264 Digital Photography I** 1 4 0 3
Prerequisites: None
Corequisites: None

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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**ART 265 Digital Photography II** 1 4 0 3
Prerequisites: ART 264
Corequisites: None

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement*

**ART 266 Videography I** 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**ART 267 Videography II** 0 6 0 3
Prerequisites: ART 266
Corequisites: None

This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**ART 271 Computer Art II** 0 6 0 3
Prerequisites: ART 171
Corequisites: None

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **ART 281 Sculpture I** | 0 | 6 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

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| **ART 282 Sculpture II** | 0 | 6 | 0 | 3 |

Prerequisites: ART 281
Corequisites: None

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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| **ART 283 Ceramics I** | 0 | 6 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

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|---|---|---|---|---|
| **ART 284 Ceramics II** | 0 | 6 | 0 | 3 |

Prerequisites: ART 283
Corequisites: None

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **ART 288 Studio** | 0 | 6 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

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|---|---|---|---|---|
| **ATR 112 Intro to Automation** | 2 | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the basic principles of automated manufacturing and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

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| **AUB 111 Painting & Refinishing I** | 2 | 6 | 0 | 4 |

Prerequisites: None
Corequisites: None

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

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| **AUB 112 Painting & Refinishing II** | 2 | 6 | 0 | 4 |

Prerequisites: AUB 111
Corequisites: None

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

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|---|---|---|---|---|
| **AUB 114 Special Finishes** | 1 | 2 | 0 | 2 |

Prerequisites: AUB 111
Corequisites: None

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced

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intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

**AUB 121 Non-Structural Damage I** 1 4 0 3
Prerequisites: None
Corequisites: None

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

**AUB 122 Non-Structural Damage II** 2 6 0 4
Prerequisites: AUB 121
Corequisites: None

This course covers safety, tools, and advanced body repair . Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

**AUB 131 Structural Damage I** 2 4 0 4
Prerequisites: None
Corequisites: None

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

**AUB 132 Structural Damage II** 2 6 0 4
Prerequisites: AUB 131
Corequisites: None

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

**AUB 134 Autobody MIG Welding** 1 4 0 3
Prerequisites: None
Corequisites: None

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

**AUB 136 Plastics & Adhesives** 1 4 0 3
Prerequisites: None
Corequisites: None

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

**AUB 141 Mech & Elec Components I** 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

**AUB 162 Autobody Estimating** 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

**AUT 111 Basic Auto Technology** 1 2 0 2
Prerequisites: Proficiency in Reading (minimum Accuplacer score of 57 on Reading or a grade of "C" or better in ENG 085 or RED 080).
Corequisites: None

This course introduces basic concepts, terms, workplace safety, regulations, and service information relating to automotive technology. Emphasis is placed on developing familiarity with automotive components along with basic identification and proper use of various hand and power tools and shop equipment. Upon completion, students should be able to define and use terms associated with automobiles and identify and use basic tools and shop equipment.

Class Lab Clinical Credit

**AUT 115 Engine Fundamentals** 2 3 0 3
Prerequisites: Proficiency in Reading (minimum Accuplacer score of 57 on Reading or a grade of "C" or better in ENG 085 or RED 080).
Corequisites: None

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

**AUT 116 Engine Repair** 1 3 0 2
Prerequisites: AUT 115
Corequisites: None

This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.

**AUT 141 Suspension & Steering Sys** 2 4 0 4
Prerequisites: AUT 111
Corequisites: None

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.

**AUT 151 Brake Systems** 2 2 0 3
Prerequisites: Proficiency in Reading (minimum Accuplacer score of 57 on Reading or a grade of "C" or better in ENG 085 or RED 080).
Corequisites: None

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

**AUT 152 Brake Systems Lab** 0 2 0 1
Prerequisites: AUT 151
Corequisites: None

This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151.

Class Lab Clinical Credit

**AUT 161 Electrical Systems** 2 6 0 4
Prerequisites: Proficiency in Reading (minimum Accuplacer score of 57 on Reading or a grade of "C" or better in ENG 085 or RED 080).
Corequisites: None

This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion students should be able to diagnose, test, and repair the basic electrical components of an automobile.

**AUT 164 Automotive Electronics** 2 2 0 3
Prerequisites: AUT 161
Corequisites: None

This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.

**AUT 171 Heating & Air Conditioning** 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

**AUT 181 Engine Perform-Electrical** 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.

**AUT 183 Engine Performance-Fuels** 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment

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Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.

**AUT 184 Engine Perfor-Fuels Lab** 0 3 0 1
Prerequisites: None
Corequisites: AUT 183

This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183.

**AUT 221 Automatic Transmissions** 2 6 0 4
Prerequisites: AUT 111
Corequisites: None

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

**AUT 222 Adv Auto Drive Trains** 2 2 0 3
Prerequisites: AUT 221
Corequisites: None

This course covers advanced diagnosis and repair of automatic drive trains. Topics include testing of sensors, actuators, and control modules using on-board diagnostics, appropriate service information, and equipment. Upon completion, students should be able to perform advanced automatic drive train diagnosis and repair.

**AUT 231 Manual Drive Trains/Axles** 2 3 0 3
Prerequisites: AUT 111
Corequisites: None

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.

**AUT 241 Adv Chassis/Suspension** 2 6 0 4
Prerequisites: AUT 141
Corequisites: None

This course provides advanced training in automotive chassis and suspension using computerized two- and four-wheel alignment equipment. Emphasis is placed on suspension and chassis system design, construction, and repair for modern front- and rear-drive vehicles. Upon completion, students should be able to perform necessary adjustments and repairs on vehicles using computerized alignment equipment.

**AUT 271 Adv Heating & A/C** 2 2 0 3
Prerequisites: AUT 171
Corequisites: None

This course utilizes service information and test equipment to diagnose automatic temperature control and ventilation systems. Topics include advanced testing of sensors, actuators, and control modules using service information, on-board diagnostics, and/or appropriate test equipment. Upon completion, students should be able to perform advanced diagnosis and repair on automatic temperature control and ventilation systems.

**AUT 281 Adv Engine Performance** 2 2 0 3
Prerequisites: AUT 181 or AUT 183
Corequisites: None

This course utilizes service information and specialized test equipment to diagnose/repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform advanced engine performance diagnosis and repair.

**AUT 282 Engine Elec Management** 3 9 0 6
Prerequisites: AUT 161
Corequisites: None

This course includes principles, systems, and procedures required for diagnosing and restoring engine performance/driveability and emission control through mechanical, electrical, and gas analysis. Emphasis is placed on diagnostics using mechanical, electrical (including on-board), and gas analysis to determine root causes for repair purposes. Upon completion, students should be able to diagnose and repair PCM-related engine performance/driveability and emission problems.

**BAF 110 Principles of Banking** 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **BAF 111 Teller Training** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course provides an overview of banking teller operations, bank security, and customer relations in preparation for work as a bank teller. Topics include bank profitability, cash and cash handling, checks and other transactions, balancing and setting, and security threats and their detection. Upon completion, students should be able to discuss the components of teller performance and perform effectively as a teller after minimal on-the-job training.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **BAF 142 Deposit Operations** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course provides an overview of the US payments system and banking law and regulation. Topics include banking law and regulations, current industry practices, bank deposit-taking activities, managing deposited funds, and EFT systems. Upon completion, students should be able to explain how banks operate relative to their deposit-taking activities and management of deposited funds.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **BAF 232 Consumer Lending** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course details the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debt in delayed payments. Topics include consumer credit policy, the loan process, servicing and collecting loans, consumer compliance, and evaluating credit risks. Upon completion, students should be able to identify collection policies and procedures, explain principles of credit evaluation, define open-end credit, and describe indirect lending.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **BIO 106 Intro to Anat/Phys/Micro** | 2 | 2 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers the fundamental and principal concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. *This diploma-level course may meet the SACS natural science requirement for AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **BIO 110 Principles of Biology** | 3 | 3 | 0 | 4 |

Prerequisites: Proficiency in Reading (minimum ASSET Reading score of 42 or minimum CPT Reading score of 80 OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **BIO 111 General Biology I** | 3 | 3 | 0 | 4 |

Prerequisites: Proficiency in Reading (minimum ASSET Reading score of 42 or minimum CPT Reading score of 80 OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **BIO 112 General Biology II** | 3 | 3 | 0 | 4 |

Prerequisites: BIO 111
Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **BIO 140 Environmental Biology** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: BIO 140A

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and

a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**BIO 140A Environmental Biology Lab** 0 3 0 1
Prerequisites: None
Corequisites: BIO140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**BIO 150 Genetics in Human Affairs** 3 0 0 3
Prerequisites: BIO 110 or BIO 111
Corequisites: None

This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**BIO 163 Basic Anat & Physiology** 4 2 0 5
Prerequisites: None
Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS natural science requirement for AGE, AAS, DIP, or CER degree programs.*

**BIO 168 Anatomy and Physiology I** 3 3 0 4
Prerequisites: Proficiency in Reading (minimum ASSET Reading score of 42 or minimum CPT Reading score of 80 OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous, special senses, and endocrine systems. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS natural science requirement for AGE, AAS, DIP, or CER degree programs.*

**BIO 169 Anat and Physiology II** 3 3 0 4
Prerequisites: BIO 168
Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS natural science requirement for AGE, AAS, DIP, or CER degree programs.*

**BIO 173 Microbes in World Affairs** 3 0 0 3
Prerequisites: BIO 110 or BIO 111
Corequisites: None

This course provides an integrated and comprehensive study of the microbial world and its influence on global events and human affairs. Topics include plant and animal diseases caused by viral, bacterial, and fungal pathogens and their impacts on history, industrial microbiology, biotechnology, and microbial ecology. Upon completion, students should be able to demonstrate an understanding of the importance of microbes in human and world affairs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS natural science requirement for AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **BIO 175 General Microbiology** | 2 | 2 | 0 | 3 |

Prerequisites: BIO 110 or BIO 111 or BIO 163 or BIO 166 or BIO 169
Corequisites: None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS natural science requirement for AGE, AAS, DIP, or CER degree programs.*

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| **BPR 111 Blueprint Reading** | 1 | 2 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

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| **BPR 121 Blueprint Reading: Mech** | 1 | 2 | 0 | 2 |

Prerequisites: BPR 111 or MAC 131
Corequisites: None

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

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| **BPR 130 Blueprint Reading/Const** | 1 | 2 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

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| **BTB 101 Boat Building I** | 5 | 15 | 0 | 10 |

Prerequisites: None
Corequisites: DFT 100

This course introduces the modern wood and composite boat shop. Topics include maintaining, sharpening, and safely using hand and power tools; lofting; and properly utilizing materials common in the boat-building industry. Upon completion, students should be able to loft a simple flat or V-bottom boat and build it using sheet plywood construction methods. This is a diploma-level course.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **BTB 101-A Boat Building I** | 3 | 6 | 0 | 5 |

Prerequisites: None
Corequisites: DFT 100

This course introduces the modern wood and composite boat shop. Topics include maintaining, sharpening, and safely using hand and power tools; lofting; and properly utilizing materials common in the boat-building industry.

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| **BTB 101-B Boat Building I** | 2 | 9 | 0 | 5 |

Prerequisites: BTB 101-A, DFT 100
Corequisites: None

Upon completion, students should be able to loft a simple flat or V-bottom boat and build it using sheet plywood construction methods.

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|---|---|---|---|---|
| **BTB 102 Boat Building II** | 4 | 15 | 0 | 9 |

Prerequisites: BTB 101
Corequisites: None

This course introduces more advanced hull development. Topics include advanced lofting, building jigs and birdcage building forms, wood and composite lamination techniques, marine finishing materials and methods, and quality control procedures. Upon completion, students should be able to build, fit out, and finish a small boat using modern fabrics, core materials, and methods of construction.

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| **BTB 103 Yacht Joiner Practices I** | 2 | 4 | 0 | 4 |

Prerequisites: BTB 101
Corequisites: BTB 102

This course introduces the fundamental skills and attention to detail necessary to fine yacht joinery. Emphasis is placed on fitting, mortise/tenon, and dowel joints; fitting dadoes in grooves; and building a project to close tolerances from a blueprint. Upon completion, students should be able to build a cabinet carcass with face frame, round corner posts, laminate surfaces, and a dove-tailed drawer.

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| **BTB 104 Yacht Joiner Practices II** | 1 | 4 | 0 | 3 |

Prerequisites: BTB 103
Corequisites: BTB 105

This course is an extension of BTB 103 and emphasizes finishing cabinets and rough-in of yacht interiors. Topics include manufacturing and fitting moldings, door construction methods, bright work finishing, and bulkhead and cabin sole fitting and installation. Upon completion, students should be able to build raised panel doors and moldings, apply modern finishes, and rough in bulkheads, soles, and yacht furniture.

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| **BTB 105 Yacht Repair/Renovation** | 3 | 4 | 0 | 5 |

Prerequisites: BTB 102
Corequisites: FBG 100

This course introduces repair/renovation principles and methods for wood and fiberglass boats. Emphasis is placed on surveying

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boats for needed repairs, planning repairs, and estimating costs in tools, materials, and techniques used in repair and renovation. Upon completion, students should be able to plan and execute repairs in wood and fiberglass boats (structural and cosmetic) and execute marine refinishing techniques.

**BUS 115 Business Law I** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**BUS 121 Business Math** 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

**BUS 125 Personal Finance** 3 0 0 3
Prerequisites: Proficiency in Numerical/Arithmetic skills (minimum ASSET 42 on Numerical or a mimum CPT score of 57 on Arithmetic or a grade of "C" or better in MAT 060)
Corequisites: None

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

**BUS 137 Principles of Management** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading) or a grade of "C" or better in ENG 095)
Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

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**BUS 225 Business Finance** 2 2 0 3
Prerequisites: ACC 120 and Proficiency in Numerical/Arithmeticskills (minimum ASSET 42 on Numerical or a minimum CPT score of 57 on Arithmetic or a grade of "C" or better in MAT 060)
Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

**BUS 230 Small Business Management** 3 0 0 3
Prerequisites: Proficiency in reading, ASSET 42 or CPT 80 in reading or a grade of "C" or better in ENG 095
Corequisites: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

**BUS 239 Bus Applications Seminar** 1 2 0 2
Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, 251 or 252
Corequisites: None

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

**BUS 240 Business Ethics** 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

**BUS 270 Professional Development** 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills,

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and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

**BUS 280 REAL Small Business** 4 0 0 4
Prerequisites: None
Corequisites: None

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

**CAR 110 Introduction to Carpentry** 2 0 0 2
Prerequisites: None
Corequisites: CAR 111

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

**CAR 111 Carpentry I** 3 15 0 8
Prerequisites: None
Corequisites: CAR 110

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

**CAR 112 Carpentry II** 3 15 0 8
Prerequisites: CAR 111
Corequisites: None

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

**CAR 113 Carpentry III** 3 9 0 6
Prerequisites: CAR 111
Corequisites: None

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

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**CAR 114 Residential Bldg Codes** 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

**CAR 115 Res Planning/Estimating** 3 0 0 3
Prerequisites: BPR 130
Corequisites: None

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

**CET 111 Computer Upgrade/Repair I** 2 3 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading) or a grade of "C" or better in ENG 095
Corequisites: CIS 110

This course is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices, CPU/memory/bus identification, disk subsystem, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

**CET 211 Comp. Upgrade/Repair II** 2 3 0 3
Prerequisites: CET 111
Corequisites: None

This course is the second of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

**CET 212 Integrated Mfg Systems** 1 3 0 2
Prerequisites: ELN 237, ELN 131
Corequisites: None

This course covers computer topics related to integrated manufacturing systems common to current manufacturing facilities. Topics include robot programming, automated control systems, PLCs, data communication, and networking in an integrated

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manufacturing environment, and other related topics. Upon completion, students should be able to program robots using teaching pendants and troubleshoot and maintain network installations related to integrated manufacturing systems.

**CET 245 Internet Servers** 2 3 0 3
Prerequisites: CSC 134 or CSC 151 and NOS 110
Corequisites: None

This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and SNMP; installation and configuration of server software for WWW, FTP, DNS, news, mail, and listserve services; and other topics. Upon completion, students should be able to set up and maintain Internet servers. This course introduces the peripherals and attendant software needed to create and deliver networked interactive multimedia applications.

**CHM 131 Introduction to Chemistry** 3 0 0 3
Prerequisites: a. Proficiency in Reading (**minimum ASSET 42** or **CPT 80** on **Reading OR** a grade of "C" or better in ENG 095 or RED 090)
b. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
c. Proficiency in Elementary Algebra (minimum ASSET score of 30 on Intermediate Algebra or a minimum ASSET score of 38 on Elementary Algebra or a minimum CPT score of 57 on Elementary Algebra OR a grade of "C" or better in MAT 070)
Corequisites: CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**CHM 131A Intro to Chemistry Lab** 0 3 0 1
Prerequisites: a. Proficiency in Reading (minimum ASSET Reading score of 42 or minimum CPT Reading score of 80 **OR** a grade of "C" or better in ENG 095 or RED 090)
b. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
c. Proficiency in Elementary Algebra (minimum ASSET score of 30 on Intermediate Algebra or a minimum ASSET score of 38 on Elementary Algebra or a minimum CPT score of 57 on Elementary Algebra OR a grade of "C" or better in MAT 070)
Corequisites: CHM 131
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**CHM 132 Organic and Biochemistry** 3 3 0 4
Prerequisites: CHM 131 and CHM 131A **or** CHM 151
Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**CHM 151 General Chemistry I** 3 3 0 4
Prerequisites: a. Proficiency in Reading (minimum ASSET Reading score of 42 or minimum CPT Reading score of 80 **OR** a grade of "C" or better in ENG 095 or RED 090)
b. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
c. Proficiency in Intermediate Algebra (minimum ASSET score of 43 on Intermediate Algebra or a minimum CPT score of 76 on Elementary Algebra OR a grade of "C" or better in MAT 080 or MAT 090)
Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**CHM 152 General Chemistry II** Class 3 Lab 3 Clinical 0 Credit 4
Prerequisites: CHM 151
Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs..*

**CHM 251 Organic Chemistry I** Class 3 Lab 3 Clinical 0 Credit 4
Prerequisites: CHM 152
Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**CIS 110 Introduction to Computers** Class 2 Lab 2 Clinical 0 Credit 3
Prerequisites: a. Proficiency in Reading (minimum ASSET Reading score of 42 or minimum CPT Reading score of 80 **OR** a grade of "C" or better in ENG 095 or RED 090)
b. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
c. Proficiency in Elementary Algebra (minimum ASSET score of 30 on Intermediate Algebra or a minimum ASSET score of 38 on Elementary Algebra or a minimum CPT score of 57 on Elementary Algebra OR a grade of "C" or better in MAT 070)
Corequisites: None

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the second SACS mathematics requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**CIS 111 Basic PC Literacy** Class 1 Lab 2 Clinical 0 Credit 2
Prerequisites: None
Corequisites: None

This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

**CIS 115 Intro to Prog & Logic** Class 2 Lab 2 Clinical 0 Credit 3
Prerequisites: CIS 110
Corequisites: None

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the second SACS mathematics requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**CIS 120 Spreadsheet I** Class 2 Lab 2 Clinical 0 Credit 3
Prerequisites: CIS 110 or CIS 111
Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

**CIS 152 Database Concepts & Apps** Class 2 Lab 2 Clinical 0 Credit 3
Prerequisites: CIS 110 or CIS 111 or CIS 115
Corequisites: None

This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

**CIS 286 Systems Analysis and Design** Class 3 Lab 0 Clinical 0 Credit 3
Prerequisites: CIS 115
Corequisites: None

This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

**CJC 100 Basic Law Enforcement Training** Class 9 Lab 30 Clinical 0 Credit 19
Prerequisites: ASSET score of39; CPT score of 57 in Reading; or higher
Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in topics and areas required for the state comprehensive certification examination. This is a certificate-level course.

**CJC 111 Intro to Criminal Justice** Class 3 Lab 0 Clinical 0 Credit 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CJC 112 Criminology** Class 3 Lab 0 Clinical 0 Credit 3
Prerequisites: None
Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

**CJC 113 Juvenile Justice** Class 3 Lab 0 Clinical 0 Credit 3
Prerequisites: None
Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

**CJC 114 Investigative Photography** Class 1 Lab 2 Clinical 0 Credit 2
Prerequisites: None
Corequisites: None

This course covers the operation of various photographic equipment and its application to criminal justice. Topics include using various cameras, proper exposure of film, developing film/prints, and preparing photographic evidence. Upon completion, students should be able to demonstrate and explain the role of photography and proper film exposure and development techniques.

**CJC 121 Law Enforcement Operations** Class 3 Lab 0 Clinical 0 Credit 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CJC 131 Criminal Law** Class 3 Lab 0 Clinical 0 Credit 3
Prerequisites: None
Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

**CJC 132 Court Procedure & Evidence** Class 3 Lab 0 Clinical 0 Credit 3
Prerequisites: None
Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search

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and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

**CJC 141 Corrections** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading) OR a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**CJC 212 Ethics & Comm Relations** 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

**CJC 213 Substance Abuse** 3 0 0 3
Prerequisites: None
Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

**CJC 215 Organization & Admin** 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

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**CJC 221 Investigative Principles** 3 2 0 4
Prerequisites: None
Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation and courtroom presentation.

**CJC 222 Criminalistics** 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

**CJC 231 Constitutional Law** 3 0 0 3
Prerequisites: None
Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

**CJC 232 Civil Liability** 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

**CJC 245 Friction Ridge Analysis** 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **COE 110 World of Work** | 1 | 0 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **COE 111 Co-op Work Experience I** | 0 | 0 | 10 | 1 |

Prerequisites: *Co-op application required
Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Students must meet program requirements for co-op credit. **COE Work Experience courses require students to complete a co-op application and get approval for participation prior to registering for classes. To determine if you qualify or find out more about Co-op, please refer to the "Cooperative Education" section in the front of this catalog. www.cfcc.edu/co-op, or your advisor for more details.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **COE 112 Co-op Work Experience I** | 0 | 0 | 20 | 2 |

Prerequisites: *Co-op application required
Corequisites: None

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Students must meet program requirements for co-op credit. **COE Work Experience courses require students to complete a co-op application and get approval for participation prior to registering for classes. To determine if you qualify or find out more about Co-op, please refer to the "Cooperative Education" section in the front of this catalog. www.cfcc.edu/co-op, or your advisor for more details.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **COE 113 Co-op Work Experience I** | 0 | 0 | 30 | 3 |

Prerequisites: *Co-op application required
Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Students must meet program requirements for co-op credit. **COE Work Experience courses require students to complete a co-op application and get approval for participation prior to registering for classes. To determine if you qualify or find out more about Co-op, please refer to the "Cooperative Education" section in the front of this catalog. www.cfcc.edu/co-op, or your advisor for more details.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **COE 115 Work Exp Seminar I** | 1 | 0 | 0 | 1 |

Prerequisites: None
Corequisites: COE 111

This course is designed to be a corequisite seminar to accompany Co-operative Work Experience 111. Topics include: examination and analysis of the organizational structure, career path, job descriptions, job breakdowns and management style.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **COE 121 Co-op Work Experience II** | 0 | 0 | 10 | 1 |

Prerequisites: *Co-op application required
Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Students must meet programmatic requirements for co-op credit. **COE Work Experience courses require students to complete a co-op application and get approval for participation prior to registering for classes. To determine if you qualify or find out more about Co-op, please refer to the "Cooperative Education" section in the front of this catalog. www.cfcc.edu/co-op, or your advisor for more details.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **COE 125 Work Exp Seminar II** | 1 | 0 | 0 | 1 |

Prerequisites: None
Corequisites: COE 121 or COE 122 or COE 123 or COE 124

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **COE 131 Co-op Work Experience III** | 0 | 0 | 10 | 1 |

Prerequisites: *Co-op application required
Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Students must meet programmatic requirements for co-op credit. **COE Work Experience courses require students to complete a co-op application and get approval for participation prior to registering for classes. To determine if you qualify or find out more about Co-op, please refer to the "Cooperative Education" section in the front of this catalog. www.cfcc.edu/co-op, or your advisor for more details.*

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**COM 110 Intro to Communication** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS communication or humanities/fine arts (substitute) requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**COM 111 Voice and Diction I** 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides guided practice in the proper production of speech. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective natural speech in various contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS communication requirement for AGE, AAS, DIP, or CER degree programs.*

**COM 120 Interpersonal Communication** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS communication or humanities/fine arts (substitute) requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs*

Class Lab Clinical Credit

**COM 140 Intercultural Communication** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading or a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS communication requirement for AGE, AAS, DIP, or CER degree programs*

**COM 231 Public Speaking** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading or a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research; preparation; delivery; and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS communication or humanities/fine arts (substitute) requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**COM 232 Election Rhetoric** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading or a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course provides an overview of communication styles and topics characteristic of election campaigns. Topics include election speeches, techniques used in election campaigns, and election speech topics. Upon completion, students should be able to identify and analyze techniques and styles typically used in election campaigns. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**COM 233 Persuasive Speaking** — Class 3, Lab 0, Clinical 0, Credit 3
Prerequisites: ENG 112 or ENG 113
Corequisites: None

This course introduces theory and history of persuasive speaking, covering critical thinking skills in analyzing problems, assessing solutions, and communicating the information to an audience. Emphasis is placed on analysis, evidence, reasoning, and library and field research used to enhance persuasive public speaking skills. Upon completion, students should be able to apply the principles of persuasive speaking in a public setting. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS communication requirement for AGE, AAS, DIP, or CER degree programs.*

**COM 250 Public Communication** — Class 3, Lab 0, Clinical 0, Credit 3
Prerequisites: ENG 113 or ENG 114 and COM 120 or COM 231
Corequisites: None

This course provides a comprehensive theoretical background for the practice of speaking in public utilizing rhetoric principles applied in a series of speaking experiences. Emphasis is on informative and persuasive advanced speaking skills; speaking using the teleprompter, and on-camera presentations of news, weather and commercials. Upon completion, students should be able to construct, present, and critique public communications that are complex, dynamic and purposeful. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**COS 111 Cosmetology Concepts I** — Class 4, Lab 0, Clinical 0, Credit 4
Prerequisites: Proficiency in reading (minimum ASSET 39 or CPT 57 or 470 SAT on Reading) or a grade of "C" or better in ENG 085 or RED 080)
Corequisites: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

**COS 112 Salon I** — Class 0, Lab 24, Clinical 0, Credit 8
Prerequisites: None
Corequisites: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

**COS 113 Cosmetology Concepts II** — Class 4, Lab 0, Clinical 0, Credit 4
Prerequisites: COS 111 and COS 112
Corequisites: COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

**COS 114 Salon II** — Class 0, Lab 24, Clinical 0, Credit 8
Prerequisites: COS 111 and COS 112
Corequisites: COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

**COS 115 Cosmetology Concepts III** — Class 4, Lab 0, Clinical 0, Credit 4
Prerequisites: COS 111 and COS 112
Corequisites: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

**COS 116 Salon III** — Class 0, Lab 12, Clinical 0, Credit 4
Prerequisites: COS 111 or COS 112
Corequisites: COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

**COS 117 Cosmetology Concepts IV** — Class 2, Lab 0, Clinical 0, Credit 2
Prerequisites: COS 115 or COS 113
Corequisites: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **COS 118 Salon IV** | 0 | 21 | 0 | 7 |

Prerequisites: COS 114 or COS 116
Corequisites: COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

| | | | | |
|---|---|---|---|---|
| **COS 119 Esthetics Concepts I** | 2 | 0 | 0 | 2 |

Prerequisites: Proficiency in reading (minimum ASSET 39 or CPT 57 or 470 SAT on Reading) or a grade of "C" or better in ENG 085 or RED 080)
Corequisites: None

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

| | | | | |
|---|---|---|---|---|
| **COS 120 Esthetics Salon I** | 0 | 18 | 0 | 6 |

Prerequisites: None
Corequisites: None

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

| | | | | |
|---|---|---|---|---|
| **COS 121 Manicure/Nail Technology I** | 4 | 6 | 0 | 6 |

Prerequisites: None
Corequisites: None

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

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|---|---|---|---|---|
| **COS 122 Manicure/Nail Tech II** | 4 | 6 | 0 | 6 |

Prerequisites: COS 121
Corequisites: None

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care artificial enhancements, and decorations.

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| **COS 125 Esthetics Concepts II** | 2 | 0 | 0 | 2 |

Prerequisites: COS 119 and COS 120
Corequisites: COS 126

This course covers more comprehensive esthetics concepts Topics include nutrition, business management, makeup, anc color analysis. Upon completion students should be able tc demonstrate an understanding of the advanced esthetics con· cepts and meet course requirements.

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| **COS 126 Esthetics Salon II** | 0 | 18 | 0 | 6 |

Prerequisites: COS 119 and COS 120
Corequisites: COS 125

This course provides experience in a simulated esthetics set· ting. Topics include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program require· ments and the areas covered on the Cosmetology licensing examination for Estheticians.

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| **COS 240 Contemporary Design** | 1 | 3 | 0 | 2 |

Prerequisites: COS 111 and COS 112
Corequisites: None

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

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|---|---|---|---|---|
| **COS 253 Esthetics Ins. Concepts I** | 6 | 15 | 0 | 11 |

Prerequisites: Valid NC Cosmetology or Esthetition License
Corequisites: None

This course introduces esthetic instructional concepts and skills Topics include orientation, theories of education, unit planning daily lesson plans, laboratory management, student assessmen in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

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|---|---|---|---|---|
| **COS 254 Esthetic Ins. Concepts II** | 6 | 15 | 0 | 11 |

Prerequisites: COS 253
Corequisites: None

This course covers advanced esthetic instructional concept and skills. Topics include practical demonstrations, lesso planning, lecture techniques, development and administratio of assessment tools, record keeping and other related topics Upon completion,students should be able to demonstrat competencies in the areas covered by the Esthetics Instructo Licensing Examination and meet program requirements.

**COS 271 Instructor Concepts I** — Class 5, Lab 0, Clinical 0, Credit 5
Prerequisites: Valid NC Cosmetology License
Corequisites: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

**COS 272 Instructor Practicum I** — Class 0, Lab 21, Clinical 0, Credit 7
Prerequisites: None
Corequisites: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

**COS 273 Instructor Concepts II** — Class 5, Lab 0, Clinical 0, Credit 5
Prerequisites: COS 271 and COS 272
Corequisites: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

**COS 274 Instructor Practicum II** — Class 0, Lab 21, Clinical 0, Credit 7
Prerequisites: COS 271 and COS 272
Corequisites: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

**CSC 133 C Programming** — Class 2, Lab 3, Clinical 0, Credit 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading or a grade of "C" or better in ENG 095 or RED 090
Corequisites: CIS 110 or CIS 111

This course introduces computer programming using the C programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays variables, pointers, and other related topics. Upon completion, students should be able to design, code, test, and debug C language programs.

**CSC 139 Visual BASIC Programming** — Class 2, Lab 3, Clinical 0, Credit 3
Prerequisites: None
Corequisites: None

This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.

**CSC 151 JAVA Programming** — Class 2, Lab 3, Clinical 0, Credit 3
Prerequisites: None
Corequisites: None

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**CSC 258 JAVA Enterprise Programs** — Class 2, Lab 3, Clinical 0, Credit 3
Prerequisites: CSC 151
Corequisites: None

This course provides a continuation to CSC 151 using the Java Enterprise Edition (JEE) programming architecture. Topics include distributed network applications, database connectivity, Enterprise Java Beans, servlets, collection frameworks, JNDI, RMI, JSP, multithreading XML and multimedia development. Upon completion, students should be able to program a client/server enterprise application using the JEE framework.

**CTC 111 Basic Chemistry I** — Class 4, Lab 6, Clinical 0, Credit 7
Prerequisites: None
Corequisites: MAT 121

This course introduces the basic principles of chemistry with emphasis on applications to chemical technology. Topics include measurement, elements, compounds, moles, solutions, reactions, gases, pH, and basic laboratory tools, techniques, and safety. Upon completion, students should be able to demonstrate an understanding of basic chemical calculations and routine laboratory procedures.

**CTC 112 Basic Chemistry II** — Class 4, Lab 6, Clinical 0, Credit 7
Prerequisites: CTC 111
Corequisites: None

This course is a continuation of CTC 111 and introduces solubility, element groups, and industrial chemistry tools and procedures. Topics include solubility products, element families, industrial chemical equipment, and basic laboratory tools, techniques, and safety. Upon completion, students should be able to demonstrate an understanding of basic chemical calculations and routine laboratory procedures.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **CTC 120 Organic Chemistry I** | 2 | 0 | 0 | 2 |

Prerequisites: CTC 111
Corequisites: None

This course surveys the nomenclature and properties of organic functional groups with emphasis on applications to chemical technology. Topics include aliphatic and aromatic hydrocarbons, alcohols, ethers, aldehydes and ketones, and acids and acid derivatives, including their infrared spectra. Upon completion, students should be able to name and identify example compounds from these functional groups.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **CTC 140 Unit Processes** | 1 | 10 | 0 | 6 |

Prerequisites: CTC 112, CTC 120
Corequisites: None

This course introduces a chemical technology "real world" laboratory experience. Topics include distillation, reflux, and extraction; column, TLC, GC, LC, and ion exchange chromatography; and IR, UV, visible, AA, and AE spectroscopy. Upon completion, students should be able to demonstrate competence in the laboratory techniques presented.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **CTC 220 Organic Chemistry II** | 3 | 6 | 0 | 6 |

Prerequisites: CTC 120 and CTC 140
Corequisites: None

This course surveys the preparation, reactions, and analysis of organic compounds. Topics include the preparation and reactions of all the organic functional groups, including IR, UV, RI, GC, and LC spectrographic analysis. Upon completion, students should be able to identify organic reaction products and utilize IR, UV, RI, GC, and LC spectroscopy to characterize organic compounds.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **CTC 230 Organic Chemistry III** | 2 | 6 | 0 | 5 |

Prerequisites: CTC 220
Corequisites: None

This course surveys amines, amides, polymers, biochemicals, and advanced spectroscopic and chromatographic techniques. Topics include nitrogen compounds, polymers, stereochemistry, carbohydrates, lipids, amino acids, proteins, enzymes, and nucleic acids and NMR spectroscopy and gas chromatography. Upon completion, students should be able to recognize biologically active compounds, describe their activity, and use specific analytical schemes for their identification.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **CTC 240 Industrial Analysis I** | 2 | 6 | 0 | 5 |

Prerequisites: CTC 112, CTC 140
Corequisites: None

This course covers qualitative and quantitative chemical analysis for selected inorganic ions. Emphasis is placed on inorganic qualitative and quantitative analysis methods which utilize titrations, gravimetric analysis, and UV, AA, and AE spectroscopy. Upon completion, students should be able to carry out all analytical schemes presented, including all necessary calculations.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **CTC 250 Industrial Analysis II** | 2 | 6 | 0 | 5 |

Prerequisites: CTC 240
Corequisites: None

This course covers quantitative chemical analysis for selected inorganic ions with emphasis on analysis of natural waters. Topics include the sources, utilization, analysis, and treatment of water. Upon completion, students should be able to carry out all analytical schemes presented, including all necessary calculations.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **CTS 115 Info Sys Business Concept** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **CTS 120 Hardware/Software Support** | 2 | 3 | 0 | 3 |

Prerequisites: CIS 110 or CIS 111
Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **CTS 130 Spreadsheet** | 2 | 2 | 0 | 3 |

Prerequisites: CIS 110 or CIS 111 or OST 137
Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **CTS 285 Systems Analysis & Design** | 3 | 0 | 0 | 3 |

Prerequisites: CIS 115
Corequisites: None

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **CTS 289 System Support Project** | 1 | 4 | 0 | 3 |

Prerequisites: CTS 285
Corequisites: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

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|---|---|---|---|---|
| **CUL 110 Sanitation & Safety** | 2 | 0 | 0 | 2 |

Prerequisites: None
Corequisites: CUL 110A

This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of sanitation and safety procedures in the hospitality industry.

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|---|---|---|---|---|
| **CUL 110A Sanitation & Safety Lab** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: CUL 110

This course is a laboratory to accompany CUL 110. Emphasis is placed on practical experiences that enhance the materials presented in CUL 110. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.

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|---|---|---|---|---|
| **CUL 120 Purchasing** | 2 | 0 | 0 | 2 |

Prerequisites: None
Corequisites: CUL 120A

This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and foodservice ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

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|---|---|---|---|---|
| **CUL 120A Purchasing Lab** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: CUL 120

This course is a laboratory to accompany CUL 120. Emphasis is placed on practical experiences that enhance the materials presented in CUL 120. Upon completion, students should be able to demonstrate practical applications of purchasing within the hospitality industry.

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| **CUL 125 Hospitality Info Systems** | 1 | 2 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course introduces hospitality and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information application systems in a hospitality setting.

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| **CUL 130 Menu Design** | 2 | 0 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

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|---|---|---|---|---|
| **CUL 135 Food & Beverage Service** | 2 | 0 | 0 | 2 |

Prerequisites: None
Corequisites: CUL 135A

This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

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| **CUL 135A Food & Bev Serv Lab** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: CUL 135

This course is a laboratory to accompany CUL 135. Emphasis is placed on practical experiences that enhance the materials presented in CUL 135. Upon completion, students should be able to demonstrate practical applications of skills required in the service of foods and beverages.

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|---|---|---|---|---|
| **CUL 140 Basic Culinary Skills** | 2 | 6 | 0 | 5 |

Prerequisites: None
Corequisites: CUL 110 and CUL 110A

This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **CUL 150 Food Science** | 1 | 2 | 0 | 2 |

Prerequisites: None
Corequisites: CUL 110 and CUL 110A

This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Topics include heat transfer and its effect on color, flavor, and texture; and emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of the principles covered as they apply to food preparation in an experimental setting.

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| **CUL 160 Baking I** | 1 | 4 | 0 | 3 |

Prerequisites: None
Corequisites: CUL 110 and CUL 110A

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

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| **CUL 170 Garde-Manger I** | 1 | 4 | 0 | 3 |

Prerequisites: None
Corequisites: CUL 110 and CUL 110A

This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to lay out a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology.

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| **CUL 180 Internat & Amer Cuisine** | 1 | 8 | 0 | 5 |

Prerequisites: CUL 140
Corequisites: None

This course provides practical experience in the planning, preparation, and service of representative foods from different countries and regions of America. Emphasis is placed on eating habits, indigenous foods and customs, nutritional concerns, and traditional equipment. Upon completion, students should be able to research and execute international and domestic menus.

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| **CUL 210 Food Service for Spec Pop** | 1 | 8 | 0 | 5 |

Prerequisites: CUL 110 and CUL 110A
Corequisites: None

This course covers nutrition and menu planning principles, food preparation, and food management skills needed to provide meals to special populations. Topics include food preparation for child care, geriatric, and school settings. Upon completion, students should be able to plan, organize, and prepare appealing and nutritious meals for special populations within appropriate guidelines.

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| **CUL 214 Wine Appreciation** | 1 | 2 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course provides comprehensive and detailed information about wine from all the major wine producing countries. Emphasis is placed on the history of wine, production characteristics, laws, and purchasing and storing requirements. Upon completion, students should be able to determine what wines compliment various cuisines and particular tastes.

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| **CUL 220 Food Service for Spec Ops** | 1 | 8 | 0 | 5 |

Prerequisites: CUL 110 and CUL 110A
Corequisites: None

This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast-food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venue. Upon completion, students should be able to plan, organize, and prepare food service items for special operations.

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| **CUL 240 Adv Culinary Skills** | 1 | 8 | 0 | 5 |

Prerequisites: CUL 140
Corequisites: None

This course is a continuation of CUL 140. Emphasis is placed on meat fabrication and butchery; vegetable, starch, and protein cookery; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

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| **CUL 250 Classical Cooking** | 1 | 8 | 0 | 5 |

Prerequisites: CUL 140 and CUL 240
Corequisites: None

This course reinforces the classical culinary kitchen as established by Escoffier. Topics include the working Grand Brigade of the kitchen, table d'hote menus, signature dishes, alfresco dining, exhibition cooking, and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.

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| **CUL 260 Baking II** | 1 | 4 | 0 | 3 |

Prerequisites: CUL 160
Corequisites: None

This course is a continuation of CUL 160. Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, students should be able to demonstrate pastry preparation and plating, cake decorating, and showpiece production skills.

**CUL 270 Garde-Manger II** Class 1 Lab 4 Clinical 0 Credit 3
Prerequisites: CUL 170
Corequisites: None

This course is a continuation of CUL 170. Topics include pates, terrines, galantines, ice and tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapes, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces.

**CUL 280 Pastry & Confections** 1 4 0 3
Prerequisites: CUL 160
Corequisites: None

This course covers the operations of the pastry shop, emphasizing advanced techniques in the production of continental and classical pastries. Topics include advanced work in French pastries, hot and cold desserts, and decorative display pieces. Upon completion, students should be able to plan, execute, and evaluate dessert platters, individual plated desserts, and show pieces.

**DBA 110 Database Concepts** 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

**DDF 211 Design Drafting I** 2 6 0 4
Prerequisites: DFT 154
Corequisites: None

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

**DDF 221 Design Drafting Project** 0 4 0 2
Prerequisites: DFT 111, DFT 112, DFT 151, DFT 154
Corequisites: None

This course incorporates ideas from concept to final design. Topics include reverse engineering, design for manufacturability, and mock-up construction. Upon completion, students should be able to generate working drawings and models based on physical design parameters.

**DEA 111 Introduction to DEAT** 2 2 0 3
Prerequisites: None
Corequisites: None

This course is an overview of the digital effects and animation technology field from the most simple processes to the most complex. Topics covered include digitizing existing images, creating digital images, manipulation of images and various forms of computer animation. Upon completion, students should be able to demonstrate a vocabulary of the digital effects and animation field and knowledge of outstanding examples of work in the field.

**DEA 112 2D Design & Animation I** 2 3 0 3
Prerequisites: DEA 111
Corequisites: None

This course covers the process of creating still graphics and 2D animations for use in video, film or web applications. Topics include multilayering, color correction, alpha channel creation, masking, and keyframing. Upon completion, students should be able to demonstrate basic knowledge of 2D animation and add simple special effects and flying text to video, film or web applications.

**DEA 213 3D Design & Animation I** 2 3 0 3
Prerequisites: DEA 111
Corequisites: None

This course provides in-depth demonstration and practice in modeling and texturing in a 3D environment of ruse in film, video and web applications. Emphasis is placed on understanding the process and various steps involved in the creation of 3Dmodels and text elements for use in 3D animations. Upon completion, students should be able to create, import and manipulate objects in order to demonstrate an understanding of the basics in 3D animation.

**DEN 100 Basic Orofacial Anatomy** 2 0 0 2
Prerequisites: Enrollment in the Dental Assisting program
Corequisites: None

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. This is a diploma-level course.

**DEN 101 Preclinical Procedures** 4 6 0 7
Prerequisites: Enrollment in the Dental Assisting Program
Corequisites: DEN 111

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **DEN 102 Dental Materials** | 3 | 4 | 0 | 5 |

Prerequisites: Enrollment in the Dental Assisting Program
Corequisites: None

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials.

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| **DEN 103 Dental Sciences** | 2 | 0 | 0 | 2 |

Prerequisites: DEN 100
Corequisites: None

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies.

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| **DEN 104 Dental Health Education** | 2 | 2 | 0 | 3 |

Prerequisites: DEN 101 and DEN 111
Corequisites: DEN 106

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings.

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| **DEN 105 Practice Management** | 2 | 0 | 0 | 2 |

Prerequisites: DEN 100
Corequisites: None

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management.

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| **DEN 106 Clinical Practice I** | 1 | 0 | 12 | 5 |

Prerequisites: DEN 101 and DEN 111
Corequisites: DEN 103, DEN 104, and DEN 112

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **DEN 107 Clinical Practice II** | 1 | 0 | 12 | 5 |

Prerequisites: DEN 106
Corequisites: None

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II.

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|---|---|---|---|---|
| **DEN 110 Orofacial Anatomy** | 2 | 2 | 0 | 3 |

Prerequisites: Enrollment in the Dental Assisting or Dental Hygiene program
Corequisites: None

This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene. This course is intended for diploma and AAS degree programs.

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|---|---|---|---|---|
| **DEN 111 Infection/Hazard Control** | 2 | 0 | 0 | 2 |

Prerequisites: Enrollment in the Dental Assisting or Dental Hygiene program
Corequisites: None

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws. This course is intended for diploma and AAS degree programs.

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|---|---|---|---|---|
| **DEN 112 Dental Radiography** | 2 | 3 | 0 | 3 |

Prerequisites: Enrollment in the Dental Hygiene or Dental Assisting program
Corequisites: DEN 100, DEN 110 and DEN 111

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. This course is intended for diploma and AAS degree programs.

Class Lab Clinical Credit

**DEN 120 Dental Hyg Preclinic Lec** 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: DEN 121

This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.

**DEN 121 Dental Hygiene Precl Lab** 0 6 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: DEN 120

This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.

**DEN 123 Nutrition/Dental Health** 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: None

This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

**DEN 124 Periodontology** 2 0 0 2
Prerequisites: DEN 110
Corequisites: None

This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management.

**DEN 125 Dental Office Emergencies** 0 2 0 1
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: None

This course provides a study of the management of dental office emergencies. Topics include methods of prevention, necessary equipment/drugs, medicolegal considerations, recognition and effective initial management of a variety of emergencies. Upon completion, the student should be able to recognize, assess and manage various dental office emergencies and activate advanced medical support when indicated.

Class Lab Clinical Credit

**DEN 130 Dental Hygiene Theory I** 2 0 0 2
Prerequisites: DEN 120
Corequisites: DEN 131

This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.

**DEN 131 Dental Hygiene Clinic I** 0 0 9 3
Prerequisites: DEN 121
Corequisites: DEN 130

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

**DEN 140 Dental Hygiene Theory II** 1 0 0 1
Prerequisites: DEN 130
Corequisites: DEN 141

This course provides a continuation of the development, theory, and practice of patient care. Topics include modification of treatment for special needs patients, advanced radiographic interpretation, and ergonomics. Upon completion, students should be able to differentiate necessary treatment modifications, effective ergonomic principles, and radiographic abnormalities.

**DEN 141 Dental Hygiene Clinic II** 0 0 6 2
Prerequisites: DEN 131
Corequisites: DEN 140

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

**DEN 220 Dental Hygiene Theory III** 2 0 0 2
Prerequisites: DEN 140
Corequisites: DEN 221

This course provides a continuation in developing the theories and practices of patient care. Topics include periodontal debridement, pain control, subgingival irrigation, air polishing, and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised patients.

**DEN 221 Dental Hygiene Clinic III** 0 0 12 4
Prerequisites: DEN 141
Corequisites: DEN 220

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

**DEN 222 General & Oral Pathology** 2 0 0 2
Prerequisites: BIO 168, DEN 110
Corequisites: None

This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

**DEN 223 Dental Pharmacology** 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: BIO 168

This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.

**DEN 224 Materials and Procedures** 1 3 0 2
Prerequisites: DEN 111
Corequisites: None

This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions.

**DEN 230 Dental Hygiene Theory IV** 1 0 0 1
Prerequisites: DEN 220
Corequisites: DEN 231

This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties and completion of a case presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry and principles of case presentations.

**DEN 231 Dental Hygiene Clinic IV** 0 0 12 4
Prerequisites: DEN 221
Corequisites: DEN 230

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

**DEN 232 Community Dental Health** 2 0 3 3
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: None

This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.

**DEN 233 Professional Development** 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: None

This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.

**DES 110 Architectural Graphics** 0 6 0 2
Prerequisites: None
Corequisites: DES 125, DES 135 and DES 225

This course introduces basic drafting skills and techniques. Emphasis is placed on the use of drafting equipment, lettering, dimensioning, elevations, sections, construction details, and actual fixture sizes as related to interior design situations. Upon completion, students should be able to complete working drawings skillfully utilizing principles of drafting.

**DES 111 Creative Problem Solving** 2 0 0 2
Prerequisites: DES 110, DES 125, and DES 135
Corequisites: None

This course is designed to improve conceptual abilities as applied to problems involved with creating practical furniture designs. Emphasis is placed on the awareness of creative thinking techniques that are involved with producing a workable design in an innovative fashion. Upon completion, students should be able to apply creative thinking techniques to find innovative solutions to furniture problems.

**DES 115 Color Theory** Class 2 Lab 2 Clinical 0 Credit 3
Prerequisites: DES 110, DES 125, and DES 135
Corequisites: None

This course introduces the element of color as a major design factor. Emphasis is placed on the physical, psychological, and other implications of color in design. Upon completion, students should be able to demonstrate knowledge of color and its effects on the human environment.

**DES 120 CAD for Interior Design** 0 6 0 2
Prerequisites: DES 110
Corequisites: None

This course introduces basic computer-aided design and drafting skills and techniques within interior design applications. Emphasis is placed on the most common computer commands used in architectural drafting and design to draw, edit, manipulate layers, and create reusable drawings. Upon completion, students should be able to use specific computer applications to complete drawings and plot/print.

**DES 121 CAD for Int Des/Advanced** 0 6 0 2
Prerequisites: DES 120
Corequisites: None

This course provides advanced techniques in drafting on the computer and the applications of computer-aided design for various projects. Emphasis is placed on specific exercises that integrate and reinforce the presentation topics into a scaled drawing. Upon completion, students should be able to draw, transfer, and plot assigned floorplans in an efficient and accurate manner using the computer equipment and software provided.

**DES 125 Graphic Presentation I** 0 6 0 2
Prerequisites: None
Corequisites: DES 110, DES 135 and DES 225

This course introduces graphic presentation techniques for communicating ideas. Topics include drawing, perspective drawing, and wet and dry media. Upon completion, students should be able to produce a pictorial presentation.

**DES 126 Graphic Presentation II** 0 6 0 2
Prerequisites: DES 125
Corequisites: None

This course provides a more in-depth study of graphic techniques. Topics include extensive wet and dry media experience and advanced measured perspective techniques. Upon completion, students should be able to illustrate interiors and other elements.

**DES 135 Principles and Elements of Design I** 2 4 0 4
Prerequisites: None
Corequisites: DES 110, DES 125 and DES 225

This course introduces the basic concepts and terminology of design as they relate to the design profession. Topics include line, pattern, space, mass, shape, texture, color, unity, variety, rhythm, emphasis, balance, proportion, scale, and function. Upon completion, students should be able to demonstrate an understanding of the principles covered through hands-on application.

**DES 136 Prin & Elem of Design II** 2 4 0 4
Prerequisites: DES 135
Corequisites: None

This course provides continued study of design principles introduced in DES 135. Emphasis is placed on color theory, pattern, and texture as used in interiors as well as an investigation of the psychology of color. Upon completion, students should be able to originate a color program for interiors.

**DES 210 Bus Prac/Interior Design** 2 0 0 2
Prerequisites: None
Corequisites: None

This course introduces contemporary business practices for interior design. Topics include employment skills, business formations, professional associations, preparation of professional contracts and correspondence, and means of compensation. Upon completion, students should be able to describe the basic business formations and professional associations and compose effective letters and contracts.

**DES 220 Intro to Interior Design** 1 6 0 3
Prerequisites: DES 110, DES 125, DES 135 and DES 225
Corequisites: None

This course covers the basic principles of design as they relate specifically to interior design, furniture arrangement, wall composition, color, furnishings, collages, and illustration. Emphasis is placed on spatial relationships, craftsmanship, and visual presentation techniques. Upon completion, students should be able to arrange furnishings in rooms for various purposes, select furnishings and colors, and illustrate ideas graphically.

**DES 225 Textiles/Fabrics** 2 2 0 3
Prerequisites: None
Corequisites: DES 110, DES 125, and DES 135

This course includes the study of woven and non-woven fabrics for interiors. Topics include characteristics of fibers, yarns, weaving, felting, and knitting; processing of leather; and adorning and finishing of interior fabrics. Upon completion, students should be able to recognize and use correct terminology for upholstery, window treatments, and rugs/carpets with regard to flammability, performance, and durability.

**DES 230 Residential Design I** — Class 1, Lab 6, Clinical 0, Credit 3
Prerequisites: DES 125, DES 136, DES 220
Corequisites: None

This course includes principles of interior design for various residential design solutions. Emphasis is placed on visual presentation and selection of appropriate styles to meet specifications. Upon completion, students should be able to complete scaled floorplans, elevations, specifications, color schemes and fabrics, and finishes and furniture selection.

**DES 231 Residential Design II** — Class 1, Lab 6, Clinical 0, Credit 3
Prerequisites: DES 230
Corequisites: None

This course provides advanced projects with a client profile that utilizes the skills developed in DES 230. Emphasis is placed on a total concept and the presentation of appropriate and creative design solutions. Upon completion, students should be able to complete a detailed floorplan, space planning, furniture plan, specifications, program schedules, finishes, and detailed window treatments.

**DES 235 Products** — Class 2, Lab 2, Clinical 0, Credit 3
Prerequisites: DES 110 and DES 135
Corequisites: None

This course provides an overview of interior finishing materials and the selection of quality upholstery and case goods. Topics include hard and resilient floor coverings; wall coverings and finishes; ceilings, moldings, and furniture construction techniques; and other interior components. Upon completion, students should be able to recognize and use correct terminology, select appropriate materials for interior surfaces, and choose furniture based on sound construction.

**DES 240 Non-Residential Design I** — Class 1, Lab 6, Clinical 0, Credit 3
Prerequisites: DES 125, DES 136, DES 220
Corequisites: None

This course introduces commercial/contract design including retail, office, institutional, restaurant, and hospitality design. Emphasis is placed on ADA requirements, building codes and standards, space planning, and selection of appropriate materials for non-residential interiors. Upon completion, students should be able to analyze and design introductory non-residential projects using graphic presentation concepts.

**DES 241 Non-Residential Design II** — Class 1, Lab 6, Clinical 0, Credit 3
Prerequisites: DES 240
Corequisites: None

This course provides an in-depth study of non-residential design exploring more comprehensive design solutions such as health care facilities, furniture gallery design, and large office complexes. Emphasis is placed on design of commercial interiors and suitability of materials to meet ADA requirements, codes, and standards. Upon completion, students should be able to design non-residential spaces meeting ADA requirements and select furniture, materials, fabrics, and accessories meeting codes and flammability standards.

**DES 255 History/Int & Furn I** — Class 3, Lab 0, Clinical 0, Credit 3
Prerequisites: None
Corequisites: None

This course covers interiors, exteriors, and furnishings from ancient Egypt through French Neo-Classicism. Emphasis is placed on vocabulary, chronology, and style recognition. Upon completion, students should be able to classify and date interior and exterior architecture and furnishings and be conversant with pertinent vocabulary.

**DES 256 History/Int and Furn II** — Class 3, Lab 0, Clinical 0, Credit 3
Prerequisites: DES 225 and DES 135
Corequisites: None

This course covers English, American, and various styles of nineteenth-and twentieth-century furniture, interiors, and exteriors. Emphasis is placed on style recognition, vocabulary, and chronology. Upon completion, students should be able to recognize and describe major styles of furniture, interiors, and exteriors.

**DES 260 Materials Calc/Int Design** — Class 3, Lab 0, Clinical 0, Credit 3
Prerequisites: DES 225 and DES 235
Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**DES 285 Capstone/Interior Design** — Class 2, Lab 6, Clinical 0, Credit 4
Prerequisites: DES 210, DES 230, and DES 240
Corequisites: None

This course provides additional studio time to investigate areas of special interest, upgrade weaknesses, and/or capitalize on strengths. Topics include a broad range of options, both residential and non-residential, combining individual research and instructional guidance. Upon completion, students should be able to complete the graphics, client folder, and all schedules for a professional project.

**DFT 100 Marine Drafting** — Class 1, Lab 2, Clinical 0, Credit 2
Prerequisites: None
Corequisites: BTB 101

This course introduces blueprint reading, sketching, marine drafting equipment, and the lines plan. Topics include utilization of mechanical drafting tools, blueprint lines, pictorial sketching, blueprint reading, and manually drawing plans for boats from tables of offsets. Upon completion, students should be able to create pictorial sketches, make materials lists from blueprints, expand transoms, and demonstrate an understanding of lines plans.

**DFT 111 Technical Drafting I** — Class 1, Lab 3, Clinical 0, Credit 2
Prerequisites: Test scores that allow placement in a minimum of MAT 070 or Permission of the instructor
Corequisites: DFT 111A, DFT 151

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

**DFT 111A Technical Drafting I Lab** — Class 0, Lab 3, Clinical 0, Credit 1
Prerequisites: None
Corequisites: DFT 111

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111.

**DFT 112 Technical Drafting II** — Class 1, Lab 3, Clinical 0, Credit 2
Prerequisites: DFT 111, DFT 151
Corequisites: DFT 112A

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.

**DFT 112A Technical Drafting II Lab** — Class 0, Lab 3, Clinical 0, Credit 1
Prerequisites: DFT 111, DFT 151
Corequisites: DFT 112

This course provides a laboratory setting to enhance advance drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112.

**DFT 151 CAD I** — Class 2, Lab 3, Clinical 0, Credit 3
Prerequisites: Test scores that allow placement in a minimum of MAT 070 or Permission of the instructor.
Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

**DFT 152 CAD II** — Class 2, Lab 3, Clinical 0, Credit 3
Prerequisites: DFT 151
Corequisites: None

This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.

**DFT 154 Intro Solid Model/Rendering** — Class 2, Lab 3, Clinical 0, Credit 3
Prerequisites: DFT 111
Corequisites: None

This course covers basic principles of three-dimensional CAD wireframe and surface models. Topics include user coordinate systems, three-dimensional viewpoints, three-dimensional wireframes, and surface components and viewpoints. Upon completion, students should be able to create and manipulate three-dimensional wireframe and surface models.

**DFT 211 Gears, Cams, & Pulleys** — Class 1, Lab 3, Clinical 0, Credit 2
Prerequisites: DFT 111 and MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None

This course introduces the principles of motion transfer. Topics include gears, cams, pulleys, and drive components. Upon completion, students should be able to solve problems and produce drawings dealing with ratios.

**DFT 221 Electrical Drafting** — Class 2, Lab 6, Clinical 0, Credit 4
Prerequisites: DFT*111 and DFT*151
Corequisites: None

This course covers the practices used for making electrical drawings. Emphasis is placed on symbol identification and various types of electrical diagrams. Upon completion, students should be able to properly utilize electrical symbols in the construction of various electrical diagrams.

**DFT 231 Jig and Fixture Design** — Class 1, Lab 2, Clinical 0, Credit 2
Prerequisites: DFT 112 and DFT 154
Corequisites: None

This course introduces the study of jigs and fixtures. Topics include different types, components, and uses of jigs and fixtures. Upon completion, students should be able to analyze, design, and complete a set of working drawings for a jig or fixture.

**DFT 254 Interm Solid Model/Render** — Class 2, Lab 3, Clinical 0, Credit 3
Prerequisites: DFT 154
Corequisites: None

This course presents a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering and

Class Lab Clinical Credit

analysis of solid model assemblies, and multiview drawing generation. Upon completion, students should be able to use parametric design techniques to create and analyze the engineering design properties of a model assembly.

**DRA 111 Theatre Appreciation** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading or a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS AFA, AGE, AAS, DIP, or CER degree programs.*

**DRA 120 Voice for Performance** 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**DRA 122 Oral Interpretation** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading or a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**DRA 126 Storytelling** 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**DRA 128 Children's Theatre** 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the philosophy and practice involved in producing plays for young audiences. Topics include the selection of age-appropriate scripts and the special demands placed on directors, actors, designers, and educators in meeting the needs of young audiences. Upon completion, students should be able to present and critically discuss productions for children. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**DRA 130 Acting I** 0 6 0 3
Prerequisites: None
Corequisites: None

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**DRA 131 Acting II** 0 6 0 3
Prerequisites: DRA 130
Corequisites: None

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 135 Acting for the Camera I** 1 4 0 3
Prerequisites: None
Corequisites: None

This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance.
*This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 136 Acting for the Camera II** — Class 1, Lab 4, Clinical 0, Credit 3
Prerequisites: DRA 135
Corequisites: None

This course provides additional hands-on study of the camera actor's craft. Emphasis is placed on more advanced camera acting theories, auditioning techniques, daytime drama, feature film, and print advertisement performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 140 Stagecraft I** — Class 0, Lab 6, Clinical 0, Credit 3
Prerequisites: None
Corequisites: None

This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 141 Stagecraft II** — Class 0, Lab 6, Clinical 0, Credit 3
Prerequisites: DRA 140
Corequisites: None

This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 142 Costuming** — Class 2, Lab 2, Clinical 0, Credit 3
Prerequisites: None
Corequisites: None

This course covers the techniques of costume construction and crafts processes. Emphasis is placed on learning costuming techniques, using equipment and materials, and finishing production-appropriate costumes. Upon completion, students should be able to demonstrate an understanding of pattern drafting, construction techniques, and costume fitting procedures. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 145 Stage Make-up** — Class 1, Lab 2, Clinical 0, Credit 2
Prerequisites: None
Corequisites: None

This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 147 Sound Technology** — Class 3, Lab 0, Clinical 0, Credit 3
Prerequisites: DRA 140
Corequisites: None

This course provides an introduction to the analysis of sound equipment technology and its operation and uses on stage. Emphasis is placed on assessing sound needs and on installing, running, and maintaining equipment. Upon completion, students should be able to demonstrate skills as a sound environment designer and technician. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 170 Play Production I** — Class 0, Lab 9, Clinical 0, Credit 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading or a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 171 Play Production II** — Class 0, Lab 9, Clinical 0, Credit 3
Prerequisites: DRA 170
Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 175 Teleplay Production I** — Class 0, Lab 9, Clinical 0, Credit 3
Prerequisites: None
Corequisites: None

This course provides an applied laboratory study of the processes involved in production of a dramatic television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing dramatic television programming. Upon completion, students should be able to participate in an assigned position with a college dramatic television production. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **DRA 176 Teleplay Production II** | 0 | 9 | 0 | 3 |

Prerequisites: DRA 175
Corequisites: None

This course provides an applied laboratory study of the processes involved in production of a sit-com television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing sit-com television programming. Upon completion, students should be able to participate in an assigned position with a college sit-com television production. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **DRA 211 Theatre History I** | 3 | 0 | 0 | 3 |

Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading or a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **DRA 212 Theatre History II** | 3 | 0 | 0 | 3 |

Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading or a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **DRA 230 Acting III** | 0 | 6 | 0 | 3 |

Prerequisites: DRA 131
Corequisites: None

This course is designed to include an exploration of acting styles. Emphasis is placed on putting the actor's skills to work in a major theatrical form-musical, comedy, or drama. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **DRA 231 Acting IV** | 0 | 6 | 0 | 3 |

Prerequisites: DRA 230
Corequisites: None

This course is designed to include further exploration of acting styles. Emphasis is placed on putting the actor's skills to work in a major theatrical form-musical, comedy, or drama. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **DRA 240 Lighting for the Theatre** | 2 | 2 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **DRA 260 Directing** | 0 | 6 | 0 | 3 |

Prerequisites: DRA 130
Corequisites: Enrollment in or successful completion of DRA 140

This course provides an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **DRA 270 Play Production III** | 0 | 9 | 0 | 3 |

Prerequisites: DRA 171
Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **DRA 271 Play Production IV** | 0 | 9 | 0 | 3 |

Prerequisites: DRA 270
Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students

Class Lab Clinical Credit

should be able to participate in an assigned position with a college theatre production *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 275 Teleplay Production III** 0 9 0 3
Prerequisites: DRA 176
Corequisites: None

This course provides an applied laboratory study of the processes involved in production of an action television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing action television programming. Upon completion, students should be able to participate in an assigned position with a college action television production. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**DRA 276 Teleplay Production IV** 0 9 0 3
Prerequisites: DRA 176
Corequisites: None

This course provides an applied laboratory study of the processes involved in production of a variety television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing variety television programming. Upon completion, students should be able to participate in an assigned position with a college variety television production. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**ECO 151 Survey of Economics** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading or a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ECO 251 Prin of Microeconomics** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading or a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ECO 252 Prin of Macroeconomics** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading or a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**EDU 111 Early Childhood Cred I** 2 0 0 2
Prerequisites: None
Corequisites: None

This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

**EDU 112 Early Childhood Cred II** 2 0 0 2
Prerequisites: EDU 111
Corequisites: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **EDU 113 Family/Early Child Cred** | 2 | 0 | 0 | 2 |

Prerequisites: EDU 111
Corequisites: None

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **EDU 119 Early Childhood Education** | 4 | 0 | 0 | 4 |

Prerequisites: None
Corequisites: None

This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **EDU 131 Child, Family, & Communication** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **EDU 144 Child Development I** | 3 | 0 | 0 | 3 |

Prerequisites: PSY 150
Corequisites: None

This course covers the theories of child development and the development sequences of children from conception through the pre-school years for early educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **EDU 145 Child Development II** | 3 | 0 | 0 | 3 |

Prerequisites: PSY 150
Corequisites: None

This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **EDU 146 Child Guidance** | 3 | 0 | 0 | 3 |

Prerequisites: PSY 150
Corequisites: None

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **EDU 151 Creative Activities** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **EDU 151A Creative Activities Lab** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: EDU 151

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **EDU 153 Health, Safety, & Nutrition** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

**EDU 188 Issues in Early Child Ed** Class 2 Lab 0 Clinical 0 Credit 2
Prerequisites: None
Corequisites: None

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.

**EDU 216 Foundations in Education** Class 3 Lab 2 Clinical 0 Credit 4
Prerequisites: a. Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
b. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
c. Proficiency in Intermediate Algebra (minimum ASSET score of 43 on Intermediate Algebra or a minimum CPT score of 76 on Elementary Algebra OR a grade of "C" or better in MAT 080 or MAT 090)
Corequisites: None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, PRAXIS I preparation and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**EDU 221 Children with Special Needs** Class 3 Lab 0 Clinical 0 Credit 3
Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245
Corequisites: None

This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

**EDU 234 Infants, Toddlers, & Twos** Class 3 Lab 0 Clinical 0 Credit 3
Prerequisites: EDU 144
Corequisites: None

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

**EDU 235 School-Age Dev & Program** Class 2 Lab 0 Clinical 0 Credit 2
Prerequisites: None
Corequisites: None

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

**EDU 251 Exploration Activities** Class 3 Lab 0 Clinical 0 Credit 3
Prerequisites: None
Corequisites: EDU 251A

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

**EDU 251A Exploration Act Lab** Class 0 Lab 2 Clinical 0 Credit 1
Prerequisites: None
Corequisites: EDU 251

This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

**EDU 259 Curriculum Planning** Class 3 Lab 0 Clinical 0 Credit 3
Prerequisites: EDU 112, EDU 113, or EDU 119 and EDU 151A or EDU 185A or EDU 251A
Corequisites: None

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

**EDU 261 Early Childhood Admin I** Class 3 Lab 0 Clinical 0 Credit 2
Prerequisites: None
Corequisites: None

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion,

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students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

**EDU 262 Early Childhood Admin II** 3 0 0 3
Prerequisites: EDU 261
Corequisites: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

**EDU 263 Dev School-Age Prog** 2 0 0 2
Prerequisites: None
Corequisites: None

This course introduces the methods and procedures for operating a school-age program in either the public or proprietary setting. Emphasis is placed on constructing and organizing the physical environment as well as planning and developing a school-age program. Upon completion, students should be able to plan and develop a quality school-age program.

**EDU 271 Educational Technology** 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

**EDU 280 Language & Literacy Exp** 3 0 0 3
Prerequisites: None
Corequisites: None

This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences. This course is also available through the Virtual Learning Community (VLC).

Class Lab Clinical Credit

**EDU 280A Literacy Exp Lab** 0 2 0 1
Prerequisites: None
Corequisites: EDU 280

This course provides a laboratory component to complement EDU 280. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate early literacy experiences.

**EGR 110 Intro to Engineering Tech** 2 0 0 2
Prerequisite: None
Corequisite: None

This course introduces general topics relevant to engineering technology. Topics include the role of the technician, careers in technology, applied mathematics, and programmable calculators. Upon completion, students should be able to choose a career option in engineering technology and use a programmable calculator to solve technical mathematics problems.

**ELC 111 Intro to Electricity** 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

**ELC 112 DC/AC Electricity** 3 6 0 5
Prerequisites: None
Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

**ELC 113 Basic Wiring I** 2 6 0 4
Prerequisites: None
Corequisites: None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

**ELC 114 Basic Wiring II** — Class 2 Lab 6 Clinical 0 Credit 4
Prerequisites: ELC 113
Corequisites: None

This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

**ELC 115 Industrial Wiring** — Class 2 Lab 6 Clinical 0 Credit 4
Prerequisites: ELC 113
Corequisites: None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

**ELC 117 Motors and Controls** — Class 2 Lab 6 Clinical 0 Credit 4
Prerequisites: ELC 111 or ELC 112 or ELC 131
Corequisites: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

**ELC 118 National Electrical Code** — Class 1 Lab 2 Clinical 0 Credit 2
Prerequisites: ELC 113
Corequisites: None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

**ELC 119 NEC Calculations** — Class 1 Lab 2 Clinical 0 Credit 2
Prerequisites: ELC 118
Corequisites: None

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

**ELC 125 Diagrams and Schematics** — Class 1 Lab 2 Clinical 0 Credit 2
Prerequisites: ELC 113
Corequisites: None

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

**ELC 128 Intro to PLC** — Class 2 Lab 3 Clinical 0 Credit 3
Prerequisites: ELC 117
Corequisites: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

**ELC 131 DC/AC Circuit Analysis** — Class 4 Lab 3 Clinical 0 Credit 5
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading) or a grade of "C" or better in ENG 095
Corequisites: MAT 121

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

**ELC 133 Adv Circuit Analysis** — Class 2 Lab 3 Clinical 0 Credit 3
Prerequisites: ELC 131
Corequisites: None

This course covers additional concepts of DC/AC electricity, the use of test equipment, and measurement techniques for electrical/electronics majors. Topics include the application of network theorems such as delta/wye transformations, Superposition Theorem, and other advanced circuit analysis principles. Upon completion, students should be able to construct and analyze DC/AC circuits used advanced circuit analysis theorems, circuit simulators, and test equipment.

**ELC 228 PLC Applications** — Class 2 Lab 6 Clinical 0 Credit 4
Prerequisites: ELC 128
Corequisites: None

This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.

**ELC 229 Applications Project** 1 3 0 2
Prerequisites: ELC 112 and ELC 113
Corequisites: None

This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.

**ELC 231 Electric Power Systems** 3 2 0 4
Prerequisites: None
Corequisites: None

This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and determine the size and type of circuit protection devices.

**ELN 114 Marine Electronics** 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces a wide variety of marine electronics that are used in the marine research industry. Topics include basic theory, components, circuits, testing, troubleshooting, and installation of AC and DC marine electronics. Upon completion, students should be able to install, troubleshoot, and operate basic marine electronics used in the marine research industry.

**ELN 131 Electronic Devices** 3 3 0 4
Prerequisites: ELC 131 or ELC 112, MAT 121
Corequisites: None

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thyristors, and related components . Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

**ELN 132 Linear IC Applications** 3 3 0 4
Prerequisites: ELN 131
Corequisites: None

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

**ELN 133 Digital Electronics** 3 3 0 4
Prerequisites: ELC 112 or ELC 131, ELN 131
Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

**ELN 150 CAD for Electronics** 1 3 0 2
Prerequisites: CIS 110 or CIS 111 or ELC 127
Corequisites: None

This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software.

**ELN 229 Industrial Electronics** 2 4 0 4
Prerequisites: ELC 112 and ELC 131
Corequisites: None

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

**ELN 231 Industrial Controls** 2 3 0 3
Prerequisites: ELC 112 or ELC 131
Corequisites: None

This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

**ELN 232 Intro to Microprocessors** 3 3 0 4
Prerequisites: CSC 133, ELN 133
Corequisites: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion,

Class Lab Clinical Credit

students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment. In addition, microprocessor interfacing techniques using C and assembly language programming will be examined.

**ELN 234 Communication Systems** 3 3 0 4
Prerequisites: ELC 133, ELN 131, 132 and MAT 121
Corequisites: None

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

**ELN 235 Data Communication System** 3 3 0 4
Prerequisites: ELN 234
Corequisites: None

This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, serial interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems.

**ELN 236 Fiber Optics and Lasers** 3 2 0 4
Prerequisites: None
Corequisites: None

This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals. In addition, opto-electronic devices and optical transmitters and receivers will be investigated and analyzed.

**ELN 237 Local Area Networks** 2 3 0 3
Prerequisites: A grade of "C" or better in ENG 095 or English and Reading Placement Score 42 or higher and either CIS 110, CIS 111 or Instructor approval.
Corequisites: None

This course introduces the fundamentals of local area networks and their operation in business and computer environments. Topics include the characteristics of network topologies, system hardware (repeaters, bridges, routers, gateways), system configuration, and installation and administration of the LAN. Upon completion, students should be able to install, maintain, and manage a local area network.

Class Lab Clinical Credit

**ELN 238 Advanced LANs** 2 3 0 3
Prerequisites: ELN 237
Corequisites: None

This course covers advanced concepts, tools, and techniques associated with servers, workstations, and overall local area network performance. Topics include network security and configuration, system performance and optimization, communication protocols and packet formats, troubleshooting techniques, multi-platform integration, and other related topics. Upon completion, students should be able to use advanced techniques to install, manage, and troubleshoot networks and optimize server and workstation performance.

**ELN 260 Prog Logic Controllers** 3 3 0 4
Prerequisites: None
Corequisites: None

This course provides a detailed study of PLC applications, with a focus on design of industrial control circuits using the PLC. Topics include PLC components, memory organization, math instructions, programming documentation, input/output devices, and applying PLCs in the design of industrial control systems. Upon completion, students should be able to design and program a PLC system to perform a wide variety of industrial control functions.

**ELN 275 Troubleshooting** 1 2 0 2
Prerequisites: None
Corequisites: ELN 133 or ELN 141

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

**ENG 075 Reading/Lang. Essentials** 5 0 0 5
Prerequisites: a. Students must have an ASSET score of 23-34 on both the Writing and the Reading placement tests OR a CPT score of 20-40 on Writing and 20-38 on Reading
b. Students are placed in this developmental class on the basis of the lower Writing/Reading test scores. A higher score on only one of the tests does not place the student out of ENG 075. Example: 24 on ASSET Writing and 40 on Reading
Corequisites: None

This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences

Class Lab Clinical Credit

**ENG 085 Read & Writing Foundat** 5 0 0 5
Prerequisites: a. Students must earn a grade of "C" or better in ENG 075 OR in ENG 070 and RED 070 OR
b. Students must have an ASSET score of 35-38 on both the Writing and the Reading placement tests OR a CPT score of 41-65 on Writing and 39-56 on Reading. Students are placed in this developmental class on the basis of the lower of the Writing/Reading test scores. A higher score on only one of the tests does not place the student out of ENG 085.Example: 41 on ASSET Writing and 36 on ASSET Reading
Corequisites: None

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs

**ENG 095 Reading/Comp Strategies** 5 0 0 5
Prerequisites: a. Students must earn a grade of "C" or better in ENG 085 OR in ENG 080 and RED 080 OR
b. Students must have an ASSET score of 39-41 on both the Writing and the Reading Placement tests OR a CPT score of 66-85 on Writing and 57-79 on Reading. Students are placed in this developmental class on the basis of the lower of the Writing/Reading test scores. A higher score on only one of the tests does not place the student out of ENG 095. Example: 39 on Writing and 42 on Reading.
Corequisites: None

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing.

**ENG 101 Applied Communications I** 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This diploma-level course may meet the communication requirement for DIP and CER programs.*

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**ENG 102 Applied Communications II** 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This diploma-level course may meet the communication requirement for DIP and CER programs.*

**ENG 111 Expository Writing** 3 0 0 3
Prerequisites: A grade of "C" or better in ENG 095 or in ENG 090 and RED 090 **OR** a minimum ASSET score of 42 on both the Reading and the Writing placement tests OR minimum CPT scores of 80 on Reading and 86 on Writing
Corequisites: None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course may be taught in a computer lab. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course may meet the SACS communication requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ENG 112 Argument-Based Research** 3 0 0 3
Prerequisites: ENG 111
Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course may meet the SACS communication requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ENG 113 Literature-Based Research** 3 0 0 3
Prerequisites: ENG 111
Corequisites: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and

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interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course may meet the SACS communication requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ENG 114 Profess Research/Report** 3 0 0 3
Prerequisites: ENG 111
Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course may meet the SACS communication requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ENG 125 Creative Writing I** 3 0 0 3
Prerequisites: ENG 111
Corequisites: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**ENG 126 Creative Writing II** 3 0 0 3
Prerequisites: ENG 125
Corequisites: None

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

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**ENG 131 Introduction to Literature** 3 0 0 3
Prerequisites: ENG 111
Corequisites: Enrollment in or completion of ENG 112 or ENG 113 or ENG 114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ENG 132 Introduction to Drama** 3 0 0 3
Prerequisites: ENG 111
Corequisites: ENG 112 or ENG 113 or ENG 114

This course provides intensive study of drama as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of drama. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of drama. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**ENG 133 Introduction to the Novel** 3 0 0 3
Prerequisites: ENG 111
Corequisites: ENG 112 or ENG 113 or ENG 114

This course provides intensive study of the novel as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of the novel. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of the novel. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**ENG 231 American Literature I** 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

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**ENG 232 American Literature II** 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ENG 233 Major American Writers** 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ENG 241 British Literature I** 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course covers selected works in British literature from the beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ENG 242 British Literature II** 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ENG 251 Western World Literature I** 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.
*This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ENG 252 Western World Literature II** 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ENG 261 World Literature I** 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works..*This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ENG 262 World Literature II** 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century

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to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**ENG 272 Southern Literature** 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**ENG 273 African-American Literature** 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**ENG 274 Literature by Women** 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

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**FBG 100 Fiberglass Mold Making** 3 4 0 5
Prerequisites: BTB 102
Corequisites: None

This course introduces the construction of male and female molds for fiberglass boat production. Emphasis is placed on perfecting the plug chopper gun operation, materials and methods for mold construction, and current trends in the boat building industry. Upon completion, students should be able to finish a plug to the standards required by the industry and build a fiberglass mold suitable for production.

**FRE 111 Elementary French I** 3 0 0 3
Prerequisites: A grade of "C" or better in ENG 085 or RED 080 OR a minimum ASSET Reading score of 39 or a minimum CPT Reading score of 57
Corequisites: FRE 181

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the second SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs*

**FRE 112 Elementary French II** 3 0 0 3
Prerequisites: FRE 111
Corequisites: FRE 182

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and to demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the second SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**FRE 181 Elementary French Lab 1** 0 2 0 1
Prerequisites: A grade of "C" or better in ENG 085 or RED 080 or a minimum ASSET Reading score of 39 OR a minimum CPT reading score of 57
Corequisites: FRE 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the

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use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the second SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs*

**FRE 182 Elementary French Lab 2** 0 2 0 1
Prerequisites: FRE 181
Corequisites: FRE 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**FRE 211 Intermediate French I** 3 0 0 3
Prerequisites: FRE 112
Corequisites: FRE 281

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**FRE 212 Intermediate French II** 3 0 0 3
Prerequisites: FRE 211
Corequisites: FRE 282

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

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**FRE 281 Intermediate French Lab 3** 0 2 0 1
Prerequisites: FRE 182
Corequisites: FRE 211

This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**FRE 282 Intermediate French Lab 4** 0 2 0 1
Prerequisites: FRE 281
Corequisites: FRE 212

This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**FVP 111 Intro to Film and Video** 2 3 0 3
Prerequisites: None
Corequisites: None

This course is an overview of the film making process from conceptualization to execution and examines film genres in the context of history, theory, creativity, and commerce. Topics include the history of film and video in the US, technical terminology, relationships between various job categories, and the language of film. Upon completion, students should be able to demonstrate a film vocabulary and knowledge of working conditions in the film/video production field.

**FVP 112 Art Dept Operations I** 1 4 0 3
Prerequisites: None
Corequisites: None

This course introduces practical fabrication skills for wood and other materials required to build both props and sets from blueprints, photographs, or sketches. Emphasis is placed on the safe use of hand and power tools, and the skills required for collaborative efforts in set and prop construction. Upon completion students should be able to demonstrate a working knowledge of the equipment and skills necessary to assist in constructing sets and props.

**FVP 113 Grip & Electrical I** — Class 1, Lab 4, Clinical 0, Credit 3
Prerequisites: None
Corequisites: None

This course covers various grip/support packages used in different environments for studio and location. Topics include lighting units, hardware, stands, color media, and electrical theory with emphasis on safety. Upon completion, students should be able to execute basic grip and electrical directions given by the key grip, and/or gaffer.

**FVP 114 Camera & Lighting I** — Class 2, Lab 3, Clinical 0, Credit 3
Prerequisites: None
Corequisites: None

This course covers the basic principles of video camera and recorder operations in professional formats, crew protocol and safety, and basic lighting theory and application. Emphasis is placed on terminology, the characteristics of light, basic lighting procedures, and proper procedures of field recording with video equipment. Upon completion, students should be able to demonstrate an understanding of the basic technical terms of camera operation, video recording and lighting equipment.

**FVP 115 Camera & Lighting II** — Class 2, Lab 3, Clinical 0, Credit 3
Prerequisites: FVP 114
Corequisites: None

This course offers advanced principles of video camera and recorder operations and introduces students to film formats and equipment as well as advanced lighting theory applications. Emphasis is placed on terminology, lighting for effect, and color correction. Upon completion, students should be able to demonstrate an understanding of camera terms and equipment, lighting theory and applications, and assist on studio and location shoots.

**FVP 116 Sound Operations** — Class 2, Lab 3, Clinical 0, Credit 3
Prerequisites: None
Corequisites: None

This course provides an overview of sound theory, methods, and technologies for location and studio recording, and hands-on work in location sound gathering. Emphasis is placed on terminology, protocol, cabling, trouble-shooting, mixing skills and safety aspects associated with hands-on work in sound gathering. Upon completion, students should be able to demonstrate an understanding of sound theory and terminology and assist professionals in sound gathering in both film and audio production.

**FVP 117 Make-up & Wardrobe** — Class 2, Lab 3, Clinical 0, Credit 3
Prerequisites: None
Corequisites: None

This course covers talent presentation for camera including period and genre make-up styles, materials and methods of fabrication. Emphasis is placed on understanding the wardrobe department, make-up application, prosthetics and special effects make-up with emphasis on safety, hygiene, durability and continuity. Upon completion, students should understand the functions of the wardrobe department and demonstrate competence in the use of various make-up applications.

**FVP 120 Art Dept. Operations II** — Class 1, Lab 4, Clinical 0, Credit 3
Prerequisites: FVP 112
Corequisites: None

This course provides a more in depth coverage of the skills necessary to assist in the set construction, paint, set dressing, props and greens departments. Emphasis is placed on the skill range required for each craft including, but not limited to, plumbing, casting, wallpapering, furniture construction, upholstery, wiring and drapery. Upon completion students should be competent to assist in all fields related to the fabrication and decoration of sets and props.

**FVP 130 Grip and Electrical II** — Class 1, Lab 4, Clinical 0, Credit 3
Prerequisites: FVP 113
Corequisites: None

This course provides a more in depth coverage of grip/support packages used in studio work and on location. Topics include advanced coverage of lighting, color media, and camera dollies, rigging, and electrical distribution with emphasis on safety issues. Upon completion students should be able to execute grip and electrical directions given by the key grip, gaffer, cinematographer and/or director of photography.

**FVP 211 Continuity and Locations** — Class 2, Lab 3, Clinical 0, Credit 3
Prerequisites: FVP 111 and FVP 115 and FVP 116 and FVP 120
Corequisites: None

This course introduces students to camera and script continuity as well as the necessary skills and technical vocabulary associated with location scouting. Emphasis is placed on the technical terms, protocol, and industry-standard forms, note taking, as well as still photography, location contracts and forms. Upon completion, students should be able to assist above-the-line industry personnel prior to and during production as well as assist in all aspects of selecting and securing suitable shooting sites.

**FVP 212 Production Techniques I** — Class 1, Lab 12, Clinical 0, Credit 5
Prerequisites: FVP 111 and FVP 115 and FVP 116
Corequisites: None

This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in the film and video industry.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **FVP 213 Production Techniques II** | 1 | 12 | 0 | 5 |

Prerequisites: FVP 212
Corequisites: None

This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in key positions in the film and video industry.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **FVP 220 Editing I** | 2 | 3 | 0 | 3 |

Prerequisites: FVP 111
Corequisites: FVP 115

This course covers film and video editing from traditional methods to digital non-linear systems and basic film lab and transfer facility procedures. Topics include terminology, technologies, aesthetics, basic picture-only editing skills; and the editor's role augmented by hands-on experience. Upon completion, students should be able to use editing equipment and basic digitizing, logging, and picture only editing skills.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **FVP 221 Editing II** | 2 | 3 | 0 | 3 |

Prerequisites: FVP 220
Corequisites: None

This course covers editing in the digital environment, starting from the camera negative through the transfer, the non-linear digital edit and going back to negative matching. Topics include terminology, technologies, aesthetics, advanced sound and picture editing skills, and the editor's role augmented by hands-on experience. Upon completion student should be able to demonstrate proficiency in using editing equipment and sound and picture editing skills.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **FVP 250 Production Specialities I** | 1 | 6 | 0 | 3 |

Prerequisites: FVP 111 and FVP 114
Corequisites: None

This course provides education and training through contextual learning in the film production areas of art department, camera, sound, grip, electric, locations, script, and continuity. Emphasis is placed on successful professional level interaction with other students and industry professionals through pre-production and initial production of an actual film/video project. Upon completion, students should demonstrate an understanding of the film/video pre-production and initial production process, and the relationship among the departments in these areas.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **GEL 113 Historical Geology** | 3 | 2 | 0 | 4 |

Prerequisites: GEL 111 or GEL 120
Corequisites: None

This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **GEL 120 Physical Geology** | 3 | 2 | 0 | 4 |

Prerequisites: None
Corequisites: None

This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **GEL 230 Environmental Geology** | 3 | 2 | 0 | 4 |

Prerequisites: GEL 111 or GEL 120 or PHS 130
Corequisites: None

This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **GEO 131 Physical Geography 1** | 3 | 2 | 0 | 4 |

Prerequisites: None
Corequisites: None

This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre major and/or elective course requirement. This course may meet the SACS social/behavioral science requirement for AGE, AAS, DIP, or CER degree programs.*

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**GER 111 Elementary German I** 3 0 0 3
Prerequisites: A grade of "C" or better in ENG 085 or RED 080 OR a minimum ASSET Reading score of 39 or a minimum CPT Reading score of 57
Corequisites: GER 181

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the second SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**GER 112 Elementary German II** 3 0 0 3
Prerequisites: GER 111
Corequisites: GER 182

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and to demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the second SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**GER 181 Elementary German Lab 1** 0 2 0 1
Prerequisites: A grade of "C" or better in ENG 085 or RED 080 OR a minimum ASSET Reading score of 39 OR a minimum CPT Reading score of 57
Corequisites: GER 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the second SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

Class Lab Clinical Credit

**GER 182 Elementary German Lab 2** 0 2 0 1
Prerequisites: GER 181
Corequisites: GER 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**GER 211 Intermediate German I** 3 0 0 3
Prerequisites: GER 112
Corequisites: GER 281

This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**GER 212 Intermediate German II** 3 0 0 3
Prerequisites: GER 211
Corequisites: GER 282

This course is a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**GER 281 Elementary German Lab 3** 0 2 0 1
Prerequisites: GER 182
Corequisites: GER 211

This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/*

Class Lab Clinical Credit

*fine arts. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**GER 282 Elementary German Lab 4** 0 2 0 1
Prerequisites: GER 281
Corequisites: GER 212

This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**HEA 111 First Aid & Safety** 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides first aid and safety education. Emphasis is placed on safe attitudes, accident prevention, and response to accidents and injuries. Upon completion, students should be able to demonstrate proper first aid and safety skills *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**HEA 112 First Aid & CPR** 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**HET 110 Diesel Engines** 3 9 0 6
Prerequisites: None
Corequisites: None

This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

Class Lab Clinical Credit

**HET 112 Diesel Electrical Sys** 3 6 0 5
Prerequisites: None
Corequisites: None

This course introduces electrical theory and applications as they relate to diesel powered equipment. Topics include lighting, accessories, safety, starting, charging, instrumentation, and gauges. Upon completion, students should be able to follow schematics to identify, repair, and test electrical circuits and components.

**HET 114 Power Trains** 3 6 0 5
Prerequisites: None
Corequisites: None

This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components.

**HET 115 Electronic Engines** 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

**HET 116 Air Condit./Diesel Equip.** 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides a study of the design, theory, and operation of heating and air conditioning systems in newer models of medium and heavy duty vehicles. Topics include component function, refrigeratnt recovery, and environmental regulations. Upon completion, students should be able to use proper techniques and equipment to diagnose and repair heating/air-conditioning systems according to industry standards.

**HET 118 Mechanical Orientation** 2 0 0 2
Prerequisites: None
Corequisites: None

This course introduces the care and safe use of power and hand tools. Topics include micrometers, dial indicators, torque wrenches, drills, taps, dies, screw extractors, thread restorers, and fasteners. Upon completion, students should be able to select and properly use tools for various operations.

**HET 120 Intro to Mobile Equipment** 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces the functions and systems of modern medium and heavy duty vehicles. Topics include use of technical manuals, tools and equipment, record keeping, material

Class Lab Clinical Credit

safety data sheets, and work habit safety. Upon completion, students should be able to use technical manuals, tools, equipment, and material safety data sheets.

**HET 121 Marine Engines** 2 6 0 4
Prerequisites: None
Corequisites: None

This course covers two- and four-cycle diesel engines that are used for marine vessel propulsion. Emphasis is placed on construction, design, cooling systems, lubrication systems, and air-intake systems. Upon completion, students should be able to test, troubleshoot, diagnose. and repair marine engine systems. This course is a unique concentration requirement of the Marine Systems concentration in the Heavy Equipment and Transport Technology program.

**HET 125 Preventive Maintenance** 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and roadability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

**HET 128 Med/Heavy Duty Tune-up** 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.

**HET 134 Mechanical Fuel Injection** 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the principles of mechanical fuel injection. Emphasis is placed on test equipment, component functions, and theory. Upon completion, students should be able to diagnose, service, and repair fuel systems and governors.

**HET 145 Marine Electricity** 2 6 0 4
Prerequisites: None
Corequisites: None

This course covers basic DC and AC electrical systems used in marine electrical systems. Topics include installation and wiring of various lighting, electrical instruments, and service generators aboard vessels. Upon completion, students should be able to test, service, and repair marine electrical systems. This course is a unique concentration requirement of the Marine Systems concentration in the Heavy Equipment and Transport Technology program.

Class Lab Clinical Credit

**HET 147 Marine Power Trains** 2 6 0 4
Prerequisites: None
Corequisites: None

This course covers the principles and function of marine power trains. Emphasis is placed on marine gears, drive lines, gear reduction, and installation aboard vessels. Upon completion, students should be able to test, service, and troubleshoot marine power trains. This course is a unique concentration requirement of the Marine Systems concentration in the Heavy Equipment and Transport Technology program.

**HET 229 Brakes and Steering** 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces the theory and principles of braking and steering in medium and heavy duty vehicles. Topics include wheel and tire problems, frame members, bearings, fifth wheel, coupling systems, and braking systems. Upon completion, students should be able to diagnose, adjust, and repair steering and braking problems on medium and heavy duty vehicles.

**HIS 115 Intro to Global History** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. This course will focus primarily on Asia, Africa, Latin America, and the Middle East since 1500. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**HIS 116 Current World Problems** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course covers current world events from an historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from an historical perspective. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS social/behavioral science requirement for AGE, AAS, DIP, or CER degree programs.*

Class Lab Clinical Credit

**HIS 121 Western Civilization I** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**HIS 122 Western Civilization II** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**HIS 131 American History I** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

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**HIS 132 American History II** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course is a survey of American history from the Civil Wa era to the present. Topics include industrialization, immigra tion, the Great Depression, the major American wars, the Col War, and social conflict. Upon completion, students shoul be able to analyze significant political, socioeconomic, an cultural developments in American history since the Civil Wa *This course has been approved to satisfy the Comprehensiv Articulation Agreement general education core requiremen in social/behavioral sciences. This course may meet the SAC social/behavioral science requirement for AA, AS, AFA, AGE AAS, DIP, or CER degree programs.*

**HIS 221 African-American History** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course covers African-American history from the Co lonial period to the present. Topics include African origins the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of Africar Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural de velopments in the history of African Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS social/ behavioral science requirement for AGE, AAS, DIP, or CER degree programs.*

**HIS 228 History of the South** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course covers the origin and development of the South as a distinct region of the United States. Emphasis is placed on Southern identity and its basis in cultural, social, economic, and political developments during the 19th and 20th centuries. Upon completion, students should be able to identify and analyze the major cultural, social, economic, and political developments in the South. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**HIS 229 History of the Old South** Class 3 Lab 0 Clinical 0 Credit 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course is a study of the development of the South from European settlement through the Civil War. Topics include the multi-ethnic character of colonization, the plantation economy, relations between social classes, the nature of slavery, and issues leading to the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the antebellum South. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS social/behavioral science requirement for AGE, AAS, DIP, or CER degree programs.*

**HOR 112 Landscape Design I** 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

**HOR 114 Landscape Construction** 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

**HOR 134 Greenhouse Operations** 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

**HOR 142 Fruit & Vegetable Prod** 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables.

**HOR 160 Plant Materials I** 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

**HOR 164 Hort Pest Management** 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license.

**HOR 235 Greenhouse Production** 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.

**HOR 260 Plant Materials II** 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, culture requirements, and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

**HOR 268 Adv Propagation** 3 3 0 4
Prerequisites: None
Corequisites: None

This course covers applied production techniques for asexual and sexual plant propagation. Emphasis is placed on the major accepted methods of asexual propagation and sexual propagation of woody ornamental plants, with evaluation of all initiated propagation. Upon completion, students should be able to successfully propagate a variety of plant materials utilizing methods covered in the course.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **HRM 110 Intro to Hospitality** | 2 | 0 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course covers the growth and progress of the hospitality industry. Topics include financing, hotels, restaurants, and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist in the hospitality industry.

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| **HRM 115 Housekeeping** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: HRM 115A

This course covers the scope, responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Topics include management and supervision of housekeeping staff in the proper cleaning and sanitation of rooms and public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to understand and apply the principles of organization and management of a housekeeping department

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| **HRM 115A Housekeeping Lab** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: HRM 115

This course is a laboratory to accompany HRM 115. Emphasis is placed on the development of skills for the performance of housekeeping tasks. Upon completion, students should be able to demonstrate mastery of housekeeping skills.

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| **HRM 120 Front Office Procedures** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: HRM 120A

This course provides a systematic approach to hotel front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and rate management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services.

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| **HRM 120A Front Office Proced Lab** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: HRM 120

This course is laboratory to accompany HRM 120. Emphasis is placed on practical computer applications of theory covered in HRM 120. Upon completion, students should be able to demonstrate a basic proficiency in computer-based, front office applications.

| | Class | Lab | Clinical | Credit |
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| **HRM 130 Bed and Breakfast Mgt.** | 2 | 0 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course provides an overview of the management of bed and breakfast facilities. Emphasis is placed on lifestyle commitment, property needs, computer operations, business and marketing plans, customer service and facility management. Upon completion, students should be able to describe and apply the principles of management unique to the bed and breakfast industry.

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| **HRM 135 Facilities Management** | 2 | 0 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course introduces the basic elements of planning and designing hospitality facilities, including their maintenance and upkeep. Topics include equipment and plant preventive maintenance, engineering, interior design, space utilization, remodeling and expansion, and traffic and work flow patterns. Upon completion, students should be able to demonstrate an understanding of the planning, design, and maintenance of hospitality physical plants and equipment.

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| **HRM 140 Hospitality Tourism Law** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize organizational liability.

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| **HRM 145 Hospitality Supervision** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers principles of supervision as they apply to the hospitality industry. Topics include recruitment, selection, orientation, training, evaluation, and leadership skills. Upon completion, students should be able to understand and apply basic supervisory skills unique to the hospitality and service industry.

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| **HRM 150 Hospitality Training** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces techniques and methodology involved in developing training programs. Topics include job specification, description and breakdown, training methods, coaching, evaluation, and management development. Upon completion, students should be able to produce job specifications, descriptions, and breakdowns and conduct technical training.

| | Class | Lab | Clinical | Credit |
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| **HRM 210 Meetings & Conventions** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces organization, arrangement, and operation of conventions, trade shows, professional meetings, and food functions. Emphasis is placed on the methods of marketing, selling, and servicing conventions and trade shows and the division of administrative responsibilities in their operation. Upon completion, students should be able to describe and apply the principles of management to multi-function, multi-day conferences and events.

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| **HRM 215 Restaurant Management** | 3 | 0 | 0 | 3 |

Prerequisites: CUL 135
Corequisites: HRM 215A

This course provides an overview of the various challenges and responsibilities encountered in managing a food and beverage operation. Topics include planning, administration, organization, accounting, marketing, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.

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| **HRM 215 A Restaurant Manage Lab** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: HRM 215

This course is a laboratory to accompany HRM 215. Emphasis is placed on practical applications of restaurant management principles. Upon completion, students should be able to demonstrate a basic proficiency in restaurant management applications.

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| **HRM 220 Food & Beverage Controls** | 3 | 0 | 0 | 3 |

Prerequisites: MAT 110 or MAT 115
Corequisites: None

This course introduces controls and accounting procedures used in the hospitality industry. Topics include analysis of financial statements, reports, and costs. Upon completion, students should be able to understand and apply food, beverage, and labor cost control systems.

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| **HRM 220A Food & Bev Control Lab** | 0 | 2 | 0 | 1 |

Prerequisites: MAT 110 or MAT 115
Corequisites: HRM 220

This course is a laboratory to accompany HRM 220. Emphasis is placed on practical computer applications of food and beverage control procedures. Upon completion, students should be able to demonstrate proficiency in computer-based control applications.

| | Class | Lab | Clinical | Credit |
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| **HRM 225 Beverage Management** | 2 | 0 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course introduces the management of beverage operations in a hospitality operation. Topics include history, service, procurement, storage, and control of wines, fermented and distilled beverages, sparkling waters, coffees, and teas. Upon completion, students should be able to demonstrate knowledge of the beverages consumed in a hospitality operation.

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| **HRM 230 Club & Resort Management** | 2 | 0 | 0 | 2 |

Prerequisites: None
Corequisites: None

This courses introduces specific principles of managing a hospitality operation in a resort or club setting. Topics include resort and club marketing, recreational and sport activity management, and retail management. Upon completion, students should be able to demonstrate an understanding of the specialized skills involved in resort and club management.

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| **HRM 240 Hospitality Marketing** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers planning, organizing, directing, and analyzing the results of marketing programs in the hospitality industry. Emphasis is placed on market segmentation and analysis, product and image development, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to prepare a marketing plan applicable to the hospitality industry.

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| **HRM 245 Hospitality Human Resource Management** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course presents a systematic approach to human resource management in the hospitality industry. Topics include labor regulations and laws, hiring, development, discipline, motivation, separation, productivity, and organizational culture. Upon completion, students should be able to apply sound human resource management skills to the hospitality industry.

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| **HRM 280 Hospitality Management Problems** | 3 | 0 | 0 | 3 |

Prerequisites: HRM 220
Corequisites: None

This course addresses current global, national, and local concerns and issues in the hospitality industry. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to apply hospitality management principles to real challenges facing industry managers.

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**HUM 110 Technology and Society** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs*

**HUM 115 Critical Thinking** 3 0 0 3
Prerequisites: Proficiency in reading and writing (a grade of "C" or better in ENG 095 or in RED 090 and ENG 090 OR a minimum ASSET score of 42 on both the Writing and the Reading placement tests OR minimum CPT scores of 80 on Reading and 86 on Writing)
Corequisites: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**HUM 130 Myth in Human Culture** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

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**HUM 160 Introduction to Film** 2 2 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**HUM 161 Advanced Film Studies** 2 2 0 3
Prerequisites: HUM 160
Corequisites: None

This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include advanced film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production.*This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**HUM 220 Human Values and Meaning** 3 0 0 3
Prerequisites: ENG 111
Corequisites: None

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**HUM 230 Leadership Development** 0 3 0 3
Prerequisites: ENG 111
Corequisites: None

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be

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able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**HYD 110 Hydraulics/Pneumatics I** 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, Fluid Routing Lines, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

**HYD 112 Hydraul/Med/Heavy Duty** 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.

**ISC 112 Industrial Safety** 2 0 0 2
Prerequisites: None
Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment.

**ITN 130 Web Site Management** 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the issues involved in web site architecture. Topics include operating system directory structures, web site structural design, web site navigation, web site maintenance, backup and security. Upon completion, students should be able to design a web site directory plan optimized for navigation and ease of maintenance.

**ITN 160 Principles of Web Design** 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages.

**ITN 170 Intro to Internet Databases** 2 2 0 3
Prerequisites: None
Corequisites: None

This is the first of two courses introducing the use of databases to store, retrieve and query data through HTML forms. Topics include database design for Internet databases, use of ODBC-compliant databases. Upon completion, students should be able to create and maintain a database that will collect, query and report on data via an HTML form.

**ITN 270 Adv Internet Databases** 2 2 0 3
Prerequisites: ITN 170
Corequisites: None

This is the second of two courses on internet databases. Topics include database distribution and replication, data warehousing, integration of desktop and Internet database structures. Upon completion, students should be able to design and implement an Internet database.

**JOU 110 Intro to Journalism** 3 0 0 3
Prerequisites: Proficiency in reading and writing (a grade of "C" or better in ENG 095 or in RED 090 and ENG 090 OR a minimum ASSET score of 42 on both the Writing and the Reading placement tests OR minimum CPT scores of 80 on Reading and 86 onWriting)
Corequisites: None

This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**LEX 110 Intro to Paralegal Study** 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 120 Legal Research/Writing I** | 2 | 2 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 121 Legal Research/Writing II** | 2 | 2 | 0 | 3 |

Prerequisites: LEX 120
Corequisites: None

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 130 Civil Injuries** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 140 Civil Litigation I** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 150 Commercial Law I** | 2 | 2 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 151 Commercial Law II** | 3 | 0 | 0 | 3 |

Prerequisites: LEX 150
Corequisites: None

This course is a continuation of LEX 150 and covers advanced topics in Business and Commercial Law. Topics include agency and employment, insurance, computer law, intellectual property, personal property and bailment, corporate organizations and bankruptcy. Upon completion, students will understand and be able to apply legal principles governing these topics and be able to draft a variety of financial instruments.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 160 Criminal Law & Procedure** | 2 | 2 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 170 Administrative Law** | 2 | 0 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 210 Real Property I** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 211 Real Property II** | 1 | 4 | 0 | 3 |

Prerequisites: LEX 210
Corequisites: None

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 214 Investigat & Trial Prep** | 1 | 4 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the fundamentals of investigation. Topics include compiling/assembling data for cases; investigative planning/information gathering techniques; locating/interviewing witnesses; collection/preserving/evaluating sufficiency/admissibility of evidence; preparation of reports; and evidence presentation at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative techniques, prepare reports, and enhance verbal and interpersonal communications skills and interviewing techniques.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 240 Family Law** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 250 Wills, Estates, & Trusts** | 2 | 2 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 260 Bankruptcy & Collections** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 270 Law Office Mgt/Technology** | 1 | 2 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to set up and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 271 Law Office Writing** | 1 | 2 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the settlement brochure. Upon completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the settlement brochure.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 280 Ethics & Professionalism** | 2 | 0 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LEX 287 CLA Review Seminar** | 2 | 0 | 0 | 2 |

Prerequisites: LEX 211
Corequisites: None

This course is designed to prepare students for voluntary national certification sponsored by the National Association of Legal Assistants to demonstrate significant competencies in paralegalism. Topics include Communications, Ethics, Human Relations, Interviewing Techniques, Judgment and Analytical Analysis, Legal Research, Legal Terminology, General Law and nine tested specialty areas of law. Upon completion, students should be able to demonstrate that they are eligible to take the NALA's Certified Legal Assistant Exam.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LSG 111 Basic Landscape Tech** | 2 | 0 | 0 | 2 |

Prerequisites: None
Corequisites: LSG 121 or LSG 122 or LSG 123

This course introduces basic principles essential to landscape gardening. Topics include soils, propagation, watering, fertilizing, pruning, pest control, and planting. Upon completion, students should be able to perform basic gardening techniques essential to maintaining a landscape.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **LSG 121 Fall Gardening Lab** | 0 | 6 | 0 | 2 |

Prerequisites: None
Corequisites: LSG 111

This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and

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turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape.

**LSG 122 Spring Gardening Lab** 0 6 0 2
Prerequisites: None
Corequisites: None

This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season.

**LSG 123 Summer Gardening Lab** 0 6 0 2
Prerequisites: None
Corequisites: None

This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape.

**LSG 231 Landscape Supervision** 2 6 0 4
Prerequisites: LSG 123 and HOR 260
Corequisites: None

This course provides experience in planning, implementing, andsupervising various landscape management projects. Emphasis is placed on supervisory skills, organizing, and scheduling. Upon completion, students should be able to supervise employees in various landscape management jobs.

**LSG 232 Garden Management** 1 2 0 2
Prerequisites: LSG 123 and HOR 260
Corequisites: None

This course covers the implementation of knowledge gained in previous landscape gardening courses. Emphasis is placed on scheduling, designing, renovation, and plant management. Upon completion, students should be able to collate the material learned in the Landscape Gardening curriculum and apply it to various landscape gardening situations.

**LSG 297 Seminars** 2 0 0 2
Prerequisites: Program Enrollment
Corequisites: None

This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar issues. Upon completion, students should be able to critically analyze issues and establish informed opinions. Topics of Landscape Gardening interest presented by instructors, students, and resource speakers.

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**MAC 111 Machining Technology I** 2 12 0 6
Prerequisites: None
Corequisites: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

**MAC 112 Machining Technology II** 2 12 0 6
Prerequisites: MAC 111
Corequisites: None

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

**MAC 113 Machining Technology III** 2 12 0 6
Prerequisites: MAC 112
Corequisites: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications. This class will also incorporate practical applications of computer numerical control programming and operations.

**MAC 122 CNC Turning** 1 3 0 2
Prerequisites: MAC 111 or MEC 111 or Instructor Approval
Corequisites: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

**MAC 124 CNC Milling** 1 3 0 2
Prerequisites: MAC 122
Corequisites: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

**MAC 131 Blueprint Reading/Mach I** Class 1 Lab 2 Clinical 0 Credit 2
Prerequisites: None
Corequisites: None

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

**MAC 132 Blueprint Reading/Mach II** Class 1 Lab 2 Clinical 0 Credit 2
Prerequisites: MAC 131
Corequisites: None

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true projection, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

**MAC 152 Adv Machining Calc** Class 1 Lab 2 Clinical 0 Credit 2
Prerequisites: MAT 120
Corequisites: None

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems. Additionally, practical applications of right triangle trigonometry will be covered.

**MAC 214 Machining Technology IV** Class 2 Lab 12 Clinical 0 Credit 6
Prerequisites: MAC 112
Corequisites: None

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

**MAC 222 Advanced CNC Turning** Class 1 Lab 3 Clinical 0 Credit 2
Prerequisites: MAC 122
Corequisites: None

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

**MAC 224 Advanced CNC Milling** Class 1 Lab 3 Clinical 0 Credit 2
Prerequisites: MAC 124
Corequisites: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

**MAC 241 Jigs & Fixtures I** Class 2 Lab 6 Clinical 0 Credit 4
Prerequisites: MAC 112
Corequisites: None

This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures. Additionally, computer aided manufacturing software, along with computer controlled machine tools will be used in order to design and manufacture jigs and fixtures.

**MAC 242 Jigs & Fixtures II** Class 1 Lab 9 Clinical 0 Credit 4
Prerequisites: MAC 241
Corequisites: None

This course provides continued study in the application of jigs and fixtures. Emphasis is placed on design and manufacture of complex jigs and fixtures. Upon completion, students should be able to design and build complex jigs and fixtures. Additionally, computer aided manufacturing software, along with computer controlled machine tools, will be used in order to design and manufacture jigs and fixtures.

**MAT 050 Basic Math Skills** Class 3 Lab 2 Clinical 0 Credit 4
Prerequisites: An ASSET score of 23-24 on Numerical Skills or a CPT score of 20-22 on Arithmetic
Corequisites: None

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing. Upon completion, students should be able to perform basic computations whole numbers, fractions, and decimals and solve relevant mathematical problems. This course is offered in the CFCC Learning Lab and Distance Learning. *A grade of "C" or better is required for satisfactory completion of this course.*

**MAT 060 Essential Mathematics** Class 3 Lab 2 Clinical 0 Credit 4
Prerequisites: An ASSET score of 25-41 on Numerical Skills or a CPT score of 23-56 on Arithmetic OR MAT 050
Corequisites: None

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate. *A grade of "C" or better is required for satisfactory completion of this course.*

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**MAT 070 Introductory Algebra** 3 2 0 4
Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Elementary Algebra (ASSET score of 23-37 on Algebra or an ASSET score of 23-29 on Intermediate Algebra or a CPT score of 20-56 on Elementary Algebra OR a grade of "C" or better in MAT 070)
Corequisites: RED 080 or ENG 085

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completions, students should be able to apply the above concepts in problem solving using appropriate technology. *A grade of "C" or better is required for satisfactory completion of this course.*

**MAT 080 Intermediate Algebra** 3 2 0 4
Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Elementary Algebra (ASSET score of 38-55 on Algebra OR an ASSET score of 30-42 on Intermediate Algebra OR a CPT score of 57-75 on Elementary Algebra OR a grade of "C" or better in MAT 070)
Corequisites: RED 080 or ENG 085

This course continues the study of algebraic concepts with This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. *A grade of "C" or better is required for satisfactory completion of this course.*

**MAT 101 Applied Mathematics I** 2 2 0 3
Prerequisites: Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in one of the following: MAT 060 or MAT 070 or MAT 080 or MAT 090 or MAT 095)
Corequisites: None

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This diploma-level course may meet the SACS mathematics requirement for DIP and CER degree programs.*

**MAT 102 Applied Mathematics II** 2 2 0 3
Prerequisites: MAT 101
Corequisites: None

This course introduces the concepts of right triangle trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, and right triangle trigonometry. Upon completion, students should be able to solve applied problems both independently and collaboratively. *This diploma-level course may meet the SACS mathematics requirement for DIP and CER degree programs.*

**MAT 115 Mathematical Models** 2 2 0 3
Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Elementary Algebra (ASSET score of 38-55 on Elementary Algebra OR an ASSET score of 30-42 on Intermediate Algebra OR a CPT score of 57-75 on Elementary Algebra OR a grade of "C" or better in MAT 070 or MAT 080 or MAT 090 or MAT 095 OR successful completion of one of the following: MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175)
Corequisites: None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently. *This course may meet the SACS mathematics requirement for AGE, AAS, DIP, or CER degree programs.*

**MAT 120 Geometry and Trig** 2 2 0 3
Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Elementary Algebra (ASSET score of 38-55 on Elementary Algebra or an ASSET score of 30-42 on Intermediate Algebra or a CPT score of 57-75 on Elementary Algebra OR a grade of

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"C" or better in one of the following: MAT 070 or MAT 080 or MAT 090 or MAT 095 OR successful completion of one of the following: MAT 121 or MAT 161 or MAT 171 or MAT 175)

Corequisites: None

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology. *This course may meet the SACS mathematics requirement for AGE, AAS, DIP, or CER degree programs.*

**MAT 121 Algebra/Trig I** 2 2 0 3

Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Elementary Algebra (ASSET score of 38-55 on Elementary Algebra or an ASSET score of 30-42 on Intermediate Algebra or a CPT score of 57-75 on Elementary Algebra OR a grade of "C" or better in one of the following: MAT 070 or MAT 080 or MAT 090 or MAT 095)

Corequisites: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.
*This course may meet the SACS mathematics requirement for AGE, AAS, DIP, or CER degree programs.*

**MAT 122 Algebra/Trig II** 2 2 0 3

Prerequisites: MAT 121 or MAT 161 or MAT 171 or MAT 175

Corequisites: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, trigonometry, and systems of equations. Topics include translation and scaling of functions, Sine Law, Cosine Law, complex numbers, vectors, statistics, and systems of equations. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results. *This course may meet the SACS mathematics requirement for AGE, AAS, DIP, or CER degree programs.*

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**MAT 140 Survey of Mathematics** 3 0 0 3

Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Elementary Algebra (ASSET score of 38-55 on Elementary Algebra or an ASSET score of 30-42 on Intermediate Algebra or a CPT score of 57-75 on Elementary Algebra OR a grade of "C" or better in MAT 070 or MAT 080 or MAT 090 or MAT 095 OR successful completion of one of the following: MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175)

Corequisites: MAT 140A

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. *This course may meet the SACS mathematics requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**MAT 140A Survey of Math Lab** 0 2 0 1

Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Elementary Algebra (ASSET score of 38-55 on Elementary Algebra or an ASSET score of 30-42 on Intermediate Algebra or a CPT score of 57-75 on Elementary Algebra OR a grade of "C" or better in MAT 070 or MAT 080 or MAT 090 or MAT 095 OR successful completion of one of the following: MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175)

Corequisites: MAT 140

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS mathematics requirement for AGE, AAS, DIP, or CER degree programs.*

Class Lab Clinical Credit

**MAT 141 Mathematical Concepts I** 3 0 0 3
Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Intermediate Algebra (ASSET score of 43-55 on Intermediate Algebra OR a CPT score of 76-120 on Elementary Algebra OR a grade of "C" or better in MAT 080 or MAT 090 or MAT 095 OR successful completion of one of the following: MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175)
Corequisites: MAT 141A

This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS mathematics requirement for AA, AGE, AAS, DIP, or CER degree programs.*

**MAT 141A Mathematical Concepts I** 3 0 0 3
Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Intermediate Algebra (ASSET score of 43-55 on Intermediate Algebra OR a CPT score of 76-120 on Elementary Algebra OR a grade of "C" or better in MAT 080 or MAT 090 or MAT 095 OR successful completion of one of the following: MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175)
Corequisites: MAT 141

This course is a laboratory for MAT 141. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS mathematics requirement for AGE, AAS, DIP, or CER degree programs.*

Class Lab Clinical Credit

**MAT 142 Mathematical Concepts II** 3 0 0 3
Prerequisites: MAT 141
Corequisites: MAT 142A

This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS mathematics requirement for AA, AGE, AAS, DIP, or CER degree programs.*

**MAT 142A Mathematical Concepts II Lab** 3 0 0 3
Prerequisites: MAT 141
Corequisites: MAT 142

This course is a laboratory for MAT 142. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS mathematics requirement for AGE, AAS, DIP, or CER degree programs.*

**MAT 155 Statistical Analysis** 3 0 0 3
Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Intermediate Algebra (ASSET score of 43-55 on Intermediate Algebra OR a CPT score of 76-120 on Elementary Algebra OR a grade of "C" or better in MAT 080 or MAT 090 or MAT 095 OR successful completion of one of the following: MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175)
Corequisites: MAT 155A

This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test interferences about populations using sampling data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS mathematics requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

Class Lab Clinical Credit

**MAT 155A Statistical Analysis Lab** 0 2 0 1
Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical or a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Intermediate Algebra (ASSET score of 43-55 on Intermediate Algebra OR a CPT score of 76-120 on Elementary Algebra OR a grade of "C" or better in MAT 080 or MAT 090 or MAT 095 OR successful completion of one of the following: MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175
Corequisites: MAT 155

This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS mathematics requirement for AGE, AAS, DIP, or CER degree programs.*

**MAT 171 Precalculus Algebra** 3 0 0 3
Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical OR a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Intermediate Algebra (ASSET score of 43-55 on Intermediate Algebra OR a CPT score of 76-120 on Elementary Algebra OR a grade of "C" or better in one of the following: MAT 080 or MAT 090 or MAT 095 OR successful completion of MAT 161)
Corequisites: MAT 171A

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS mathematics requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

Class Lab Clinical Credit

**MAT 171A Precal Algebra Lab** 0 2 0 1
Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical OR a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Intermediate Algebra (ASSET score of 43-55 on Intermediate Algebra OR a CPT score of 76-120 on Elementary Algebra OR a grade of "C" or better in MAT 080 or MAT 090 or MAT 095 OR successful completion of MAT 161)
Corequisites: MAT 171

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS mathematics requirement for AGE, AAS, DIP, or CER degree programs.*

**MAT 172 Precalculus Trig** 3 0 0 3
Prerequisites: MAT 171
Corequisites: MAT 172A

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course may meet the SACS mathematics requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**MAT 172A Precalculus Trig Lab** 0 2 0 1
Prerequisites: MAT 171
Corequisites: MAT 172

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS mathematics requirement for AGE, AAS, DIP, or CER degree programs.*

Class Lab Clinical Credit

**MAT 175 Precalculus** 4 0 0 4
Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical OR a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Intermediate Algebra (ASSET score of 43-55 on Intermediate Algebra OR a CPT score of 76-120 on Elementary Algebra OR a grade of "C" or better in MAT 080 or MAT 090)
Corequisites: MAT 175A

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS mathematics requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

*(It is recommended that students take high school Algebra III/Trigonometry or its equivalent before they enroll in MAT 175.)*

**MAT 175A Precalculus Lab** 0 2 0 1
Prerequisites: a. Proficiency in Numerical/Arithmetic Skills (minimum ASSET score of 42 on Numerical OR a minimum CPT score of 57 on Arithmetic OR a grade of "C" or better in MAT 060)
b. Proficiency in Intermediate Algebra (ASSET score of 43-55 on Algebra or a CPT score of 76-120 on Elementary Algebra OR a grade of "C" or better in MAT 080 or MAT 090)
Corequisites: MAT 175

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS mathematics requirement for AGE, AAS, DIP, or CER degree programs.*

**MAT 263 Brief Calculus** 3 0 0 3
Prerequisites: MAT 161 or MAT 171 or MAT 175
Corequisites: MAT 263A

This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS mathematics requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**MAT 263A Brief Calculus Lab** 0 2 0 1
Prerequisites: MAT 161 or MAT 171 or MAT 175
Corequisites: MAT 263

This course is a laboratory for MAT 263. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**MAT 271 Calculus I** 3 2 0 4
Prerequisites: MAT 172 or MAT 175
Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS mathematics requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**MAT 272 Calculus II** 3 2 0 4
Prerequisites: MAT 271
Corequisites: None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS mathematics requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MAT 273 Calculus III** | 3 | 2 | 0 | 4 |

Prerequisites: MAT 272
Corequisites: None

This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS mathematics requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

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| **MEC 110 Intro to CAD/CAM** | 1 | 2 | 0 | 2 |

Prerequisites: MEC 111 and DFT 151
Corequisites: None

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

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|---|---|---|---|---|
| **MEC 111 Machine Processes I** | 1 | 4 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

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| **MEC 112 Machine Processes II** | 2 | 3 | 0 | 3 |

Prerequisites: MEC 111
Corequisites: None

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts.

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| **MEC 130 Mechanisms** | 2 | 2 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices used to transmit or control signals. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MEC 131 Metalworking Processes** | 2 | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the standard practices that are found in a metal workshop. Topics include the proper care/use of basic hand tools and precision measuring instruments and layout procedures/operation of lathes, drill presses, grinders, milling machines, and power saws. Upon completion, students should be able to work safely in the metal workshop and use basic metalworking equipment.

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| **MEC 145 Mfg Materials I** | 2 | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

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| **MEC 172 Intro to Metallurgy** | 2 | 2 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

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| **MEC 180 Engineering Materials** | 2 | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers the physical and mechanical properties of materials. Topics include testing, heat treating, ferrous and non-ferrous metals, plastics, composites, and material selection. Upon completion, students should be able to specify basic tests and properties and select appropriate materials on the basis of specific properties.

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| **MEC 232 Comp-Aided Manufact II** | 1 | 4 | 0 | 3 |

Prerequisites: MEC 231
Corequisites: None

This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software.

**MEC 250 Statics & Strength of Mat** 4 3 0 5
Prerequisites: PHY 131 or PHY 151
Corequisites: None

This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

**MEC 265 Fluid Mechanics** 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the physical behavior of fluids and fluid systems. Topics include fluid statics and dynamics, laminar and turbulent flow, Bernoulli's Equation, components, applications, and other related topics. Upon completion, students should be able to apply fluid power principles to practical applications.

**MED 118 Medical Law and Ethics** 2 0 0 2
Prerequisites: None
Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

**MED 121 Medical Terminology I** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading) or a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 Medical Terminology II** 3 0 0 3
Prerequisites: MED 121
Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MKT 120 Principles of Marketing** 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

**MKT 223 Customer Service** 3 0 0 3
Prerequisites: None
Corequisites: None

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

**MNT 110 Intro to Maint Procedures** 1 3 0 2
Prerequisites: None
Corequisites: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

**MNT 111 Maintenance Practices** 2 2 0 3
Prerequisites: None
Corequisites: None

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

**MNT 220 Rigging & Moving** 1 3 0 2
Prerequisites: None
Corequisites: None

This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

**MNT 230 Pumps & Piping Systems** Class 1 Lab 3 Clinical 0 Credit 2
Prerequisites: None
Corequisites: None

This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

**MNT 231 Comp-Aided Manufact I** Class 1 Lab 4 Clinical 0 Credit 3
Prerequisites: MAC 111 or MEC 111
Corequisites: None

This course introduces computer-aided manufacturing (CAM) applications and concepts. Emphasis is placed on developing/defining part geometry and the processing of information needed to manufacture parts. Upon completion, students should be able to demonstrate skills in defining part geometry, program development, and code generation using CAM software.

**MPS 101 Introduction to Outboards** Class 3 Lab 6 Clinical 0 Credit 5
Prerequisites: None
Corequisites: None

This course introduces the principles of outboard engine construction, operation, and internal combustion component parts. Topics include outboard models and makes; electrical ignition, charge, warning, and starting components; fuel tank, lines, and pumps; oil blend systems; and carburetor systems. Upon completion, students should be able to identify, troubleshoot, and repair various outboard fuel/electrical systems, use service manuals, and follow environmental safety practices/procedures.

**MPS 102 Outboard Powerhead Syst** Class 3 Lab 6 Clinical 0 Credit 5
Prerequisites: None
Corequisites: None

This course introduces basic powerhead designs and functions on a variety of outboard makes and models. Topics include identifying the complete outboard powerhead cylinder block, crank shaft, bearings, pistons, and connecting rod assembly system and techniques to test/troubleshoot powerhead components. Upon completion, students should be able to troubleshoot, test, and rebuild powerhead systems with specific attention to parts identification, tolerance inspection, assembly, and installation.

**MPS 103 Outboard Lower Unit Sys** Class 3 Lab 6 Clinical 0 Credit 5
Prerequisites: None
Corequisites: None

This course covers the principles of gear cases, power trim/tilt systems, propellers, and gear shifting systems on a variety of outboard engines. Topics include identifying gear case models (forward/reverse, clutch, bearings, drive, prop shafts, and water pumps) and power trim/tilt systems (hydraulics/pump motors/senders/design). Upon completion, students should be able to troubleshoot, service, and rebuild outboard engine gear cases and power trim and tilt systems.

**MPS 104 O/B Midsection/Rigging** Class 3 Lab 6 Clinical 0 Credit 5
Prerequisites: None
Corequisites: None

This course covers midsection exhaust housing and mounting bracket and methods of rigging outboard engines and their various accessories. Topics include rigging methods, boat hull construction and design, transom, size and weight of boat, and horsepower requirements. Upon completion, students should be able to properly attach and mount the engine to stern with attention to transom height and angle.

**MPS 105 Introduction to Inboards** Class 3 Lab 6 Clinical 0 Credit 5
Prerequisites: None
Corequisites: None

This course covers the principles of the four-cycle inboard marine and diesel engines, including intake, combustion, and exhaust. Topics include electrical/fuel systems and coolant systems (closed/raw water systems, flow charts, heat exchangers, circulating pumps, oil coolers, expansion tanks, hoses). Upon completion, students should be able to identify inboard electrical/fuel/coolant system components and troubleshoot, maintain, and repair inboard engines.

**MPS 106 Inboard Engine Rebuilds** Class 3 Lab 6 Clinical 0 Credit 5
Prerequisites: None
Corequisites: None

This course introduces the mechanical components of inboard marine gasoline and diesel engines. Topics include engine rebuild techniques, testing and inspection, cylinder head/components, engine block, crankshaft, bearings, pistons, and connecting rods. Upon completion, students should be able to read and access manufacturers' specifications and remove and install engines safely.

**MPS 107 Inboard Lower Unit System** Class 3 Lab 6 Clinical 0 Credit 5
Prerequisites: None
Corequisites: None

This course covers inboard stern drive gear cases and hydraulic trim and tilt systems. Topics include techniques in servicing/repairing gear cases, inboard power trim and tilt, hydraulic theory, pump/valve body operations, and impact designs. Upon completion, students should be able to service, repair, and inspect inboard lower unit gear cases.

**MPS 108 Transom Assembly/Rigging** Class 3 Lab 6 Clinical 0 Credit 5
Prerequisites: None
Corequisites: None

This course covers inboard transom assembly and rigging system. Topics include inboard transom assembly and rigging

systems, electronics, and engine accessories, including remote control box, steering helm, and hydraulic and cable units. Upon completion, students should be able to diagnose and repair inboard trim and tilt systems and completely rig a boat.

**MSC 110 Training Cruise I** 0 3 0 1
Prerequisites: None
Corequisites: Full time Marine Technology enrollment

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on the unique safety requirements aboard oceangoing vessels and the skills needed for oceanographic work. Upon completion, students should be able to safely live and work aboard an oceanographic research vessel conducting offshore scientific operations.

**MSC 112 Training Cruise II** 0 3 0 1
Prerequisites: MSC 110
Corequisites: Full time Marine Technology enrollment

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on maintaining a 24-hour navigation log and weather watch and safely conducting over-the-side biological sampling operations. Upon completion, students should be able to maintain a weather log, plot a cruise track, and safely use biological sampling gear.

**MSC 114 Training Cruise III** 0 3 0 1
Prerequisites: MSC 112
Corequisites: Full time Marine Technology enrollment

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on utilizing the navigational and hydrographical techniques needed to conduct an offshore bathymetric survey. Upon completion, students should be able to accurately navigate a vessel, gather bathymetric data, and prepare a depth contour plot of a predetermined quadrant.

**MSC 122 Boat Handling/Seamanship** 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers the skills of boat handling, the practice of seamanship, and safety and survival in the marine environment. Topics include safe boat handling, seamanship under adverse conditions, fire fighting, man overboard rescue, PFDs, EPIRBs, distress signals, lifeboats, and life rafts. Upon completion, students should be able to competently operate small powerboats and demonstrate proficiency in the use of marine fire fighting and lifesaving equipment.

**MSC 124 Industrial Skills** 1 4 0 3
Prerequisites: None
Corequisites: None

This course offers a practical approach to the mechanical and technical skills needed by technicians in a variety of marine-related jobs. Topics include industrial safety, measurement systems, hand and power tools, fasteners, corrosion protection, project design, and construction and cost estimation. Upon completion, students should be able to safely use hand and/or power tools and understand a variety of measurement and pricing systems.

**MSC 126 Marine Engines** 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers fundamental theory, troubleshooting, and maintenance of marine engines and related equipment, especially outboards. Emphasis is placed on maintenance and operational procedures, including corrosion control, lubrication, propellers, carburetors, two-cycle theory, magneto ignition, batteries, starters, alternators, and trailers. Upon completion, students should be able to understand how a marine engine and related components work, perform minor repairs, and properly maintain them.

**MSC 132 Fishing Gear Tech I** 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces modern rope seamanship and fishing gear theory, design, repair, and analysis as it relates to fisheries research. Emphasis is placed on various practical knots, rope splicing, marine hardware, biological sampling gear classifications, and the basics of net construction, repair, and design. Upon completion, students should be able to implement marlinspike skills; repair netted material; and identify, design, and construct various types of biological entrapment and entanglement gear.

**MSC 134 Fishing Gear Tech II** 1 2 0 2
Prerequisites: MSC 132
Corequisites: None

This course offers further experience and instruction in fishing gear theory and design and the collection and recording of biological data. Emphasis is placed on the general skills needed to design, construct, and repair complex sampling gear and be employed as a fisheries technician. Upon completion, students should be able to understand and apply fishing gear design and construction techniques and collect, compile, and record biological data.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MSC 150 Marine Navigation** | 2 | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course provides training in marine piloting and electronic navigation techniques. Topics include use of charts, instruments, navigational aids, compasses, nautical publications, RADAR, GPS, LORAN, and depth sounders, with an emphasis on plotting techniques. Upon completion, students should be able to demonstrate competence in the safe navigation of vessels utilizing and interpreting information obtained from navigational aids. Use of navigational computer software will also be introduced.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MSC 152 Marine Instrumentation** | 1 | 2 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course introduces the various types of oceanographic instrumentation used for the collection of data and samples by the oceanographic community. Emphasis is placed on data recording procedures, proper operation, safe handling, and calibration, maintenance, and repair of instruments. Upon completion, students should be able to safely and correctly use the instruments covered to conduct accurate field measurements.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MSC 154 Marine Photography** | 2 | 2 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the basic concepts, processes, and techniques of photography with emphasis on marine applications. Topics include proper camera operation, composition, exposure, lighting techniques, and the processing of black and white films and papers. Upon completion, students should be able to demonstrate proficiency in the operation of a camera and portable lighting tools with consistent exposures and darkroom techniques.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MSC 160 Oceanography** | 4 | 0 | 0 | 4 |

Prerequisites: None
Corequisites: None

This course provides a general description of the geology, chemistry, and physics of the oceans. Topics include a history of oceanography, bathymetry, plate tectonics, seawater chemistry and physics, atmospheric circulation, currents, waves, tides, sedimentation, and coastal geology. Upon completion, students should be able to describe bathymetric features, the chemistry and physics of seawater, atmospheric and ocean circulations, marine sediments, and coastal processes.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MSC 172 Marine Biology** | 2 | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course utilizes field trips to the beach, salt marsh, and other habitats to study marine animals and plants in their natural communities. Topics include divisions of the marine environment, distribution of life in the ocean, and the interrelationships of marine organisms in various habitats. Upon completion, students should be able to scientifically identify various marine species and describe the role they fill in their biological communities.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MSC 174 Marine Inverteb Zoology** | 3 | 2 | 0 | 4 |

Prerequisites: None
Corequisites: None

This course covers the behavior and classification of marine invertebrates. Topics include identification, feeding behavior, reproduction, and symbiotic relationships of marine invertebrates. Upon completion, students should be able to identify and classify marine invertebrates and demonstrate an understanding of their basic anatomy and physiology.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MSC 180 Water Analysis** | 2 | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers the practical analysis of water samples with an emphasis on marine-oriented techniques and procedures. Topics include basic laboratory skills, microbiology techniques, and the use of wet chemistry and instruments to quantify chemically and biologically important parameters. Upon completion, students should be able to culture microbes, and measure pH, salinity, turbidity, dissolved oxygen, and nutrients in natural water samples.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MSC 216 Training Cruise IV** | 0 | 3 | 0 | 1 |

Prerequisites: MSC 114, MSC 152
Corequisites: Full time Marine Technology enrollment

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on conducting standard hydrographic stations using various oceanographic samplers. Upon completion, students should be able to set up and conduct a hydrographic station and collect accurate data using various types of marine instrumentation.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MSC 218 Training Cruise V** | 0 | 3 | 0 | 1 |

Prerequisites: MSC 216, MSC 152
Corequisites: Full time Marine Technology enrollment

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on conducting a broad range of oceanographic survey techniques, including chemical, meteorological, geological, physical, and biological surveys. Upon completion, students should be able to demonstrate competence in the skills required of a marine technician aboard an oceanographic or survey vessel.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MSC 220 Marine GIS** | 2 | 2 | 0 | 3 |

Prerequisites: CIS 111
Corequisites: None

This course introduces students to the software and data components of a Geographic Information System. Topics include data collection, management, and analysis, and the creation of marine-based GIS maps. Upon completion, students should be able to use GIS software in marine applications.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MSC 254 Marine Data Processing** | 1 | 3 | 0 | 2 |

Prerequisites: CIS 111, MSC 152
Corequisites: None

This course introduces standard oceanographic procedures used to process and analyze oceanographic data. Emphasis is placed on the use of standard recording procedures and computer applications for processing and analyzing oceanographic data. Upon completion, students should be able to record and analyze oceanographic data using standard procedures along with computer-based applications.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MSC 256 Hydrographic Surveying** | 1 | 3 | 0 | 2 |

Prerequisites: CIS 111 and MSC 152
Corequisites: None

This course covers basic hydrographic survey and cartography techniques as they apply to marine research. Topics include topographic map bathymetric chart basics, contours, elevations, depths, coordinate systems, survey instruments, data collection and processing, modeling, and field surveys. Upon completion, students should be able to use topographic and bathymetric maps as a research tool and set up and conduct a basic survey.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MSC 258 Multimedia Presentations** | 0 | 3 | 0 | 1 |

Prerequisites: CIS 111 and MSC 154
Corequisites: None

This course provides practical experience with a variety of visual presentation methods for scientific and generalized information presentation. Emphasis is placed on effective presentations, including the use of overheads, computers, handouts, and other visual presentation methods. Upon completion, students should be able to prepare and present a color slide show and a computerized presentation with a variety of graphics.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MSC 276 Marine Vertebrate Zoo** | 3 | 2 | 0 | 4 |

Prerequisites: None
Corequisites: None

This course covers the behavior and classification of marine fishes, reptiles, birds, and mammals. Topics include identification, feeding behavior, reproduction, migration, and other marine vertebrate characteristics. Upon completion, students should be able to identify marine vertebrates and demonstrate an understanding of the methods marine vertebrates use to survive in the ocean.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MUS 110 Music Appreciation** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MUS 111 Fundamentals of Music** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MUS 112 Introduction to Jazz** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MUS 113 American Music** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This*

Class Lab Clinical Credit

*course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**MUS 114 Non-Western Music** 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**MUS 121 Music Theory I** 3 2 0 4
Prerequisites: MUS 111
Corequisites: None

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**MUS 123 Music Composition** 0 2 0 1
Prerequisites: MUS 111 or MUS 121
Corequisites: None

This course provides a study of elementary forms and traditional approaches to the organization of melody, harmony, rhythm, etc. in musical composition. Emphasis is placed on using musical notation to create new musical works. Upon completion, students should be able to create short musical works using appropriate musical notation.
*This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

**MUS 131 Chorus I** 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**MUS 132 Chorus II** 0 2 0 1
Prerequisites: MUS 131
Corequisites: None

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**MUS 135 Jazz Ensemble I** 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**MUS 136 Jazz Ensemble II** 0 2 0 1
Prerequisites: MUS 135
Corequisites: None

This course is a continuation of MUS 135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**MUS 141 Ensemble I** 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MUS 142 Ensemble II** | 0 | 2 | 0 | 1 |

Prerequisites: MUS 141
Corequisites: None

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods o ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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|---|---|---|---|---|
| **MUS 151 Class Music I** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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|---|---|---|---|---|
| **MUS 152 Class Music II** | 0 | 2 | 0 | 1 |

Prerequisites: MUS 151
Corequisites: None

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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|---|---|---|---|---|
| **MUS 161 Applied Music I** | 1 | 2 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 161P for piano. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **MUS 162 Applied Music II** | 1 | 2 | 0 | 2 |

Prerequisites: MUS 161
Corequisites: None

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 162P for piano. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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|---|---|---|---|---|
| **MUS 214 Electronic Music I** | 1 | 2 | 0 | 2 |

Prerequisites: MUS 111
Corequisites: None

This course provides an opportunity to study and explore various electronic instruments and devices. Emphasis is placed on fundamental MIDI applications and implementation, features and application of sequences, sound modules, and digital keyboards. Upon completion, students should be able to demonstrate proficiency by creation of appropriate musical projects using the equipment and techniques covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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|---|---|---|---|---|
| **MUS 215 Electronic Music II** | 1 | 2 | 0 | 2 |

Prerequisites: MUS 214
Corequisites: None

This course is a continuation of MUS 214. Emphasis is placed on advanced MIDI applications and implementation and continued work with sequencers, sound modules, and digital keyboards. Upon completion, students should be able to demonstrate proficiency by creation of appropriate musical projects using the equipment and techniques covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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|---|---|---|---|---|
| **MUS 253 Big Band** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course includes the Big Band instrumentation of five saxes, four trumpets, four trombones, and four-piece rhythm section (bass, piano, drums, and guitar). Emphasis is placed on learning the repertoire specifically written for Big Band instrumentation. Upon completion, students should be able to demonstrate skills needed to participate in performance of Big Band music. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**MUS 261 Applied Music III** — Class 1, Lab 2, Clinical 0, Credit 2
Prerequisites: MUS 162
Corequisites: None

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 261P for piano. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**MUS 262 Applied Music IV** — Class 1, Lab 2, Clinical 0, Credit 2
Prerequisites: MUS 261
Corequisites: None

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 262P for piano. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**NET 110 Data Comm/Networking** — Class 2, Lab 2, Clinical 0, Credit 3
Prerequisites: None
Corequisites: None

This course introduce data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

**NET 125 Networking Basics** — Class 1, Lab 4, Clinical 0, Credit 3
Prerequisites: None
Corequisites: None

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

**NET 126 Routing Basics** — Class 1, Lab 4, Clinical 0, Credit 3
Prerequisites: NET 125
Corequisites: None

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

**NET 175 Wireless Technology** — Class 2, Lab 2, Clinical 0, Credit 3
Prerequisites: NET 110 or NET 125
Corequisites: None

This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications

**NET 225 Routing & Switching I** — Class 1, Lab 4, Clinical 0, Credit 3
Prerequisites: NET 126
Corequisites: None

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

**NET 226 Routing & Switching II** — Class 1, Lab 4, Clinical 0, Credit 3
Prerequisites: NET 225
Corequisites: None

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

**NET 260 Internet Dev & Support** — Class 3, Lab 0, Clinical 0, Credit 3
Prerequisites: NET 110
Corequisites: None

This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **NOS 110 Operating System Concepts** | 2 | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

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| **NOS 130 Windows Single User** | 2 | 2 | 0 | 3 |

Prerequisites: NOS 110
Corequisites: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

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| **NOS 230 Windows Admin I** | 2 | 2 | 0 | 3 |

Prerequisites: NOS 130
Corequisites: None

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

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|---|---|---|---|---|
| **NUR 101 Practical Nursing I** | 7 | 6 | 6 | 11 |

Prerequisites: Enrollment in the Practical Nursing program
Corequisites: BIO 106, PSY 150

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

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| **NUR 102 Practical Nursing II** | 8 | 0 | 12 | 12 |

Prerequisites: NUR 101, BIO 106, PSY 150
Corequisites: None

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **NUR 103 Practical Nursing III** | 6 | 0 | 12 | 10 |

Prerequisites: NUR 102, PSY 241
Corequisites: None

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

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|---|---|---|---|---|
| **NUR 107 LPN Refresher** | 9 | 0 | 9 | 12 |

Prerequisites: Completion of an LPN program
Verification of Previous Licensure as an LPN
Corequisites: None

This refresher course is designed to provide an independent didactic review for the previously licensed Practical Nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure.

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| **NUR 110 Nursing I** | 5 | 3 | 6 | 8 |

Prerequisites: Admission to the Associate Degree Nursing program
Corequisites: BIO 168, PSY 150

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.

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| **NUR 120 Nursing II** | 5 | 3 | 6 | 8 |

Prerequisites: NUR 110, BIO 168, PSY 150
Corequisites: BIO 169, PSY 241

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health.

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| **NUR 130 Nursing III** | 4 | 3 | 6 | 7 |

Prerequisites: NUR 120, PSY 241, BIO 169
Corequisites: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion

Class Lab Clinical Credit

students should be able to deliver nursing care to individuals with common alterations in health. Concepts of Leadership and Management are addressed in this course.

**NUR 210 Nursing IV** 5 3 12 10
Prerequisites: NUR 130
Corequisites: BIO 175

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health. This will include both physical and mental health as well as current Issues and Trends.

**NUR 220 Nursing V** 4 3 15 10
Prerequisites: NUR 210
Corequisites: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multidisciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations.

**NUT 110 Nutrition** 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

**OMT 156 Problem-Solving Skills** 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides a foundation for creating constructive relationships and presents the processes behind problem solving for groups and individuals. Emphasis is placed on building constructive relationships, confronting issues, winning support, and the basic processes of problem solving. Upon completion, students should be able to enhance relationships with others and apply a systematic approach to problem solving.

**OST 131 Keyboarding** 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

**OST 132 Keyboard Skill Building** 1 2 0 2
Prerequisites: OST 131
Corequisites: None

This course provides accuracy- and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

**OST 134 Text Entry & Formatting** 2 2 0 3
Prerequisites: OST 131
Corequisites: None

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.

**OST 136 Word Processing** 1 2 0 2
Prerequisites: CIS 111 or OST 131
Corequisites: None

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

**OST 164 Text Editing Applications** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading) or a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

**OST 184 Records Management** 1 2 0 2
Prerequisites: None
Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

**OST 201 Medical Transcription I** 3 2 0 4
Prerequisites: MED 121, OST 136, OST 164 and either BIO 106 or BIO 168
Corequisites: OST 164

This course introduces dictating equipment and typical medical dictation. Emphasis is placed on efficient use of equipment, dictionaries, PDRs, and other reference materials. Upon completion, students should be able to efficiently operate dictating equipment and to accurately transcribe a variety of medical documents in a specified time.

**OST 202 Medical Transcription II** 3 2 0 4
Prerequisites: MED 122, OST 201
Corequisites: None

This course provides additional practice in transcribing documents from various medical specialties. Emphasis is placed on increasing transcription speed and accuracy and understanding medical procedures and terminology. Upon completion, students should be able to accurately transcribe a variety of medical documents in a specified time.

**OST 233 Office Publications Design** 2 2 0 3
Prerequisites: OST 136
Corequisites: None

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

**OST 236 Adv Word/Information Proc** 2 2 0 3
Prerequisites: OST 136
Corequisites: None

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

**OST 247 CPT Coding in Med Off** 1 2 0 2
Prerequisites: MED 122 or OST 142
Corequisites: None

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed by physicians in ambulatory settings.

**OST 248 Diagnostic Coding** 1 2 0 2
Prerequisites: MED 122 or OST 142
Corequisites: None

This courses provides an in-depth study of diagnostic coding for the medical office. Emphasis is placed on ICD-9-CM codes used on superbills and other encounter forms. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office.

**OST 289 Office Systems Mgt** 2 2 0 3
Prerequisites: OST 134, OST 136, and OST 164
Corequisites: None

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

**OTA 110 Fundamentals of OT** 2 3 0 3
Prerequisites: Enrollment in the Occupational Therapy Assistant Program
Corequisites: OTA 120, OTA 140

This course introduces occupational therapy theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of OT practice options, uniform terminology, activity analysis, principles, process, philosophies, and frames of reference. Students will also begin exploration of medical terminology and abbreviations found within health care.

**OTA 120 OT Media I** 1 3 0 2
Prerequisites: Enrollment in the Occupational Therapy Assistant Program
Corequisites: OTA 110, OTA 140

This course provides training in recognizing the therapeutic value of and using a wide variety of leisure, self-care, and work activities. Topics include crafts, games, personal care and work activities, as well as teaching and learning methods and styles. Upon completion, students should be able to design, select, and complete/perform leisure, self-care, and work activities that would be therapeutic for designated client populations.

**OTA 130 Assessment Skills** 2 3 0 3
Prerequisites: OTA 110, OTA 120, OTA 140
Corequisites: OTA 150, OTA 161, OTA 170

This course provides training in appropriate and accurate assessment and intervention skills related to sensory, movement, perceptual/cognitive, affective systems, and ADL skills. Topics include kinesiology, body mechanics, sensory, ROM, MMT, cognitive/perceptual, psychosocial, self-care, and work-related assessments; treatment approaches; and basics of group structure and dynamics. Upon completion, students should be

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able to administer various assessment tools and appropriate treatment approaches regarding sensation, movement, perception/cognition, affect, self-care, and work-related skills.

**OTA 140 Professional Skills I** 0 3 0 1
Prerequisites: Enrollment in the Occupational Therapy Assistant Program
Corequisites: OTA 110, OTA 120

This course introduces the roles and responsibilities of COTAs/OTRs in OT practice and facilitates development of observation, documentation, and therapeutic use of self skills. Topics include Code of Ethics, roles/responsibilities, credentialing/licensing, documentation, therapeutic use of self and professional identity/behavior, supervisory relationships, time management, and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles/responsibilities of COTAs/OTRs, and participate in acceptable supervision, documentation, and scheduling.

**OTA 150 Life Span Skills I** 2 3 0 3
Prerequisites: OTA 110, OTA 120, OTA 140
Corequisites: OTA 130, OTA 161, PSY 241 and OTA 170

This course is designed to use knowledge gained from PSY 241 as it applies to OT practice from birth to adolescence. Topics include review of normal growth and development, identification/discussion of common disabilities/delays, assessment, treatment planning, and intervention approaches used with these populations. Upon completion, students should be able to identify/use assessments/screenings and interventions for infants through adolescents for selected disabilities/developmental delays in various settings.

**OTA 161 Fieldwork I-Placement I** 0 0 3 1
Prerequisites: OTA 120 and OTA 140, OTA 110
Corequisites: OTA 130, OTA 150, OTA 170

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

**OTA 162 Fieldwork I-Placement II** 0 0 3 1
Prerequisites: OTA 130, OTA 150, OTA 161, OTA 170
Corequisites: OTA 220

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

Class Lab Clinical Credit

**OTA 163 Fieldwork I-Placement III** 0 0 3 1
Prerequisites: OTA 220
Corequisites: OTA 180, OTA 240, OTA 250

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

**OTA 170 Physical Dysfunction** 2 3 0 3
Prerequisites: OTA 110, OTA 120, OTA 140
Corequisites: OTA 130, OTA 150, OTA 161

This course is designed to provide knowledge and skills needed for working with individuals experiencing varied medical/physical conditions within their socioeconomic and cultural environments. Topics include medical terminology, common diagnoses, structures/functions that change with disease processes, assessment/treatment priorities for specific problems/conditions, treatment planning, and intervention. Upon completion, students should be able to recognize common symptoms, prioritize problems, and provide for patient safety and infection control when planning and implementing treatment. Kinesiology and fundamentals of movement analysis will also be included in this course.

**OTA 180 Psychosocial Dysfunction** 2 3 0 3
Prerequisites: OTA 220
Corequisites: OTA 163, OTA 240, OTA 250

This course uses theories/principles related to psychological/psychiatric health and illnesses and provides training in assessing/treating symptoms of dysfunction and therapeutic use of self and groups. Topics include psychiatric illnesses, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group treatment for client conditions related to psychosocial dysfunction recognizing temporal/socioeconomic/cultural contexts.

**OTA 220 OT Media II** 1 6 0 3
Prerequisites: OTA 130, OTA 150, OTA 161, OTA 170
Corequisites: OTA 162

This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, environmental controls, and ADA issues. Topics include ergonomics and hand function, splint selection/fabrication, changes that improve access for persons with disabilities, use of modalities in treatment, and computers in OT intervention. Upon completion, students should be able to demonstrate proficiency fabricating/monitoring orthotic devices, constructing/modifying assistive devices, using ADA guidelines, and using computers for therapeutic purposes.

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**OTA 240 Professional Skills II** 0 3 0 1
Prerequisites: OTA 220
Corequisites: OTA 163, OTA 180, OTA 250

This course builds upon and expands skills developed in OTA 140 with emphasis on documentation, supervisory relationships, involvement in the profession, and clinical management skills. Topics include clarification of roles/responsibilities, detailed examination of the supervisory process, professional participation in organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan/implement a professional activity, and perform routine clinic management tasks.

**OTA 250 Life Span Skills II** 2 3 0 3
Prerequisites: OTA 220
Corequisites: OTA 163, OTA 180, and OTA 240

This course uses knowledge gained from PSY 241 as it applies to OT practice from young adulthood through old age. Emphasis is placed on identification/discussion of common disabilities/chronic diseases, assessments, planning and interventions used with these populations, and activity programming. Upon completion, students should be able to identify/use assessments, interventions, and activities for adults with selected disabilities/losses in various settings.

**OTA 260 Fieldwork II-Placement I** 0 0 18 6
Prerequisites: Completion of all OTA Program Didactic Coursework
Corequisites: OTA 261, OTA 280
This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

**OTA 261 Fieldwork II-Placement II** 0 0 18 6
Prerequisites: Completion of OTA Program Didactic Coursework
Corequisites: OTA 260, OTA 280

This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

**OTA 280 Professional Transitions** 0 2 0 1
Prerequisites: Completion of OTA Program Didactic Coursework
Corequisites: OTA 260 and OTA 261

This course provides closure to the educational program following Fieldwork II placements. Emphasis is placed on portfolio development and presentation, program evaluation, Fieldwork II experience analysis and synthesis, and final preparation for the certification examination. Upon completion, students should be able to enter the OT work force with supportive documentation demonstrating progress toward meeting critical competencies set forth by the curriculum.

**PBT 100 Phlebotomy Technology** 5 2 0 6
Prerequisites: Enrollment in the Phlebotomy Technology program
Corequisites: PBT 101

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

**PBT 101 Phlebotomy Practicum** 0 0 9 3
Prerequisites: Enrollment in the Phlebotomy Technology program
Corequisites: PBT 100

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings.

**PCI 161 Intro to Instrumentation** 0 2 0 1
Prerequisites: None
Corequisites: None

This course introduces various industrial and manufacturing process control environments by taking field trips to related industrial facilities. Topics include job descriptions, titles, and opportunities associated with the field of industrial process control instrumentation. Upon completion, students should be able to demonstrate an understanding of the job opportunities available in the field of process control instrumentation.

**PCI 162 Instrumentation Controls** 2 3 0 3
Prerequisites: ELC 111 or ELC 112 or ELC 131
Corequisites: PCI 161

This course surveys industrial process control instrumentation concepts, devices, and systems. Topics include process control devices and process control applications associated with industrial instrumentation. Upon completion, students should be able to demonstrate a basic understanding of the various industrial process control and instrumentation systems.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **PCI 261 Process Measurement** | 2 | 3 | 0 | 3 |

Prerequisites: PCI 162
Corequisites: None

This course introduces the concepts associated with the measurement of different process variables. Topics include theory and applications involved with the process variables of flow, level, pressure, and temperature. Upon completion, students should be able to understand basic process measurements and demonstrate the ability to calibrate process control instrumentation. This course is a unique concentration requirement of the Instrumentation concentration in the Electronics Engineering Technology program.

| | | | | |
|---|---|---|---|---|
| **PCI 262 Intro to Process Control** | 3 | 3 | 0 | 4 |

Prerequisites: ELC 131, PCI 162
Corequisites: PCI 261

This course introduces process control and related instrumentation devices. Topics include basic process control theory, PID diagrams, and calibration methods associated with transducers, transmitters, control valves, and related process devices. Upon completion, students should be able to understand and troubleshoot basic process control devices and systems. This course is a unique concentration requirement of the Instrumentation concentration in the Electronics Engineering Technology program.

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|---|---|---|---|---|
| **PCI 263 Advanced Process Control** | 3 | 3 | 0 | 4 |

Prerequisites: PCI 262
Corequisites: None

This course covers advanced process control and instrumentation associated with closed and open loop-type process control and systems. Topics include analysis of cascade, distributed control, feedback, and feedforward process control systems using PID and advanced control applications. Upon completion, students should be able to understand and implement advanced process control and instrumentation systems. This course is a unique concentration requirement of the Instrumentation concentration in the Electronics Engineering Technology program.

| | | | | |
|---|---|---|---|---|
| **PCI 264 Process Control with PLCs** | 3 | 3 | 0 | 4 |

Prerequisites: ELC 128, PCI 262
Corequisites: None

This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced PID control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **PED 110 Fit and Well for Life** | 1 | 2 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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|---|---|---|---|---|
| **PED 113 Aerobics I** | 0 | 3 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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|---|---|---|---|---|
| **PED 115 Step Aerobics I** | 0 | 3 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics.
*This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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|---|---|---|---|---|
| **PED 117 Weight Training I** | 0 | 3 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **PED 122 Yoga I** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **PED 125 Self-Defense-Beginning** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **PED 128 Golf-Beginning** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **PED 130 Tennis-Beginning** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **PED 143 Volleyball-Beginning** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, student should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **PED 145 Basketball-Beginning** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **PED 147 Soccer** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **PED 148 Softball** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **PED 170 Backpacking** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **PED 174 Wilderness Pursuits** | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: None

This course covers the skills necessary to prepare for and participate in a wilderness trip. Emphasis is placed on planning, preparing, and participating in a wilderness pack trip. Upon completion, students should be able to safely

participate in overnight wilderness pack trips. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**PED 178 In-line Skating** 0 2 0 1
Prerequisites: None
Corequisites: None

This course is designed to introduce the fundamental skills of in-line skating. Topics include equipment selection, safety practices, and fitness requirements for in-line skating. Upon completion, students should be able to demonstrate skills and safety requirements necessary for in-line skating. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**PED 179 Roller Skating** 0 2 0 1
Prerequisites: None
Corequisites: None

This course introduces the active sport of roller skating. Emphasis is placed on basic positioning, balance, and form. Upon completion, students should be able to demonstrate skills necessary for recreational skating. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**PED 186 Dancing for Fitness** 0 2 0 1
Prerequisites: None
Corequisites: None

This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**PED 187 Social Dance-Beginning** 0 2 0 1
Prerequisites: None
Corequisites: None

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**PHI 210 History of Philosophy** 3 0 0 3
Prerequisites: ENG 111
Corequisites: None

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**PHI 215 Philosophical Issues** 3 0 0 3
Prerequisites: ENG 111
Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue.
*This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**PHI 220 Western Philosophy I** 3 0 0 3
Prerequisites: ENG 111
Corequisites: None

This course covers Western intellectual and philosophic thought from the early Greeks through the medievalists. Emphasis is placed on such figures as the pre-Socratics, Plato, Aristotle, Epicurus, Epictetus, Augustine, Suarez, Anselm, and Aquinas. Upon completion, students should be able to trace the development of leading ideas regarding reality, knowledge, reason, and faith. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**PHI 221 Western Philosophy II** 3 0 0 3
Prerequisites: ENG 111
Corequisites: None

This course covers Western intellectual and philosophic thought from post-medievalists through recent thinkers. Emphasis is placed on such figures as Descartes, Spinoza, Leibnitz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Mill, and representatives of pragmatism, logical positivism, and existentialism. Upon completion, students should be able to trace the development of leading ideas concerning knowledge, reality, science, society,

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and the limits of reason. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**PHI 230 Introduction to Logic** 3 0 0 3
Prerequisites: ENG 111
Corequisites: None

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**PHI 240 Introduction to Ethics** 3 0 0 3
Prerequisites: ENG 111
Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**PHI 250 Philosophy of Science** 3 0 0 3
Prerequisites: ENG 111 and MAT 161
Corequisites: None

This course introduces the concepts of empirical observations and laws and their role in scientific explanation, prediction, and theory formation. Topics include the relationship between the philosophy of science and inductive/deductive logic, analytic philosophy, logical empiricism, and explanatory paradigms. Upon completion, students should be able to describe the development and role of scientific explanation, prediction, theory formation, and explanatory paradigms in the natural and social sciences. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

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**PHM 110 Introduction to Pharmacy** 3 0 0 3
Prerequisites: Enrollment in the Pharmacy Technology program
Corequisites: PHM 111, 115, 115A, BIO 106

This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

**PHM 111 Pharmacy Practice I** 3 3 0 4
Prerequisites: Enrollment in the Pharmacy Technology program
Corequisites: PHM 110, 115, 115A, BIO 106

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

**PHM 115 Pharmacy Calculations** 3 0 0 3
Prerequisites: Enrollment in the Pharmacy Technology program
Corequisites: PHM 110, 111, 115A, BIO 106

This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

**PHM 115A Pharm Calculations Lab** 0 2 0 1
Prerequisites: Enrollment in the Pharmacy Technology program
Corequisites: PHM 110, 111, 115, BIO 106

This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.

**PHM 118 Sterile Products** — Class 3, Lab 3, Clinical 0, Credit 4
Prerequisites: PHM 110, 111
Corequisites: PHM 120, 136

This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.

**PHM 120 Pharmacology I** — Class 3, Lab 0, Clinical 0, Credit 3
Prerequisites: PHM 110, 111
Corequisites: PHM 118, 136

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

**PHM 125 Pharmacology II** — Class 3, Lab 0, Clinical 0, Credit 3
Prerequisites: PHM 110, 111, 120
Corequisites: PHM 132, 140, 155

This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

**PHM 132 Pharmacy Clinical** — Class 0, Lab 0, Clinical 6, Credit 2
Prerequisites: PHM 110, 111
Corequisites: PHM 125, 140, 155

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

**PHM 133 Pharmacy Clinical** — Class 0, Lab 0, Clinical 9, Credit 3
Prerequisites: None
Corequisites: None

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers

**PHM 136 Pharmacy Clinical** — Class 0, Lab 0, Clinical 18, Credit 6
Prerequisites: PHM 110, 111
Corequisites: PHM 118, 120

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

**PHM 140 Trends in Pharmacy** — Class 2, Lab 0, Clinical 0, Credit 2
Prerequisites: PHM 110, 111
Corequisites: PHM 125, 132, 140

This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.

**PHY 110 Conceptual Physics** — Class 3, Lab 0, Clinical 0, Credit 3
Prerequisites: Proficiency in Reading (minimum ASSET Reading score of 42 OR minimum CPT Reading score of 80 OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, DIP, or CER degree programs.*

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**PHY 110A Conceptual Physics Lab** 0 2 0 1
Prerequisites: Proficiency in Reading (minimum ASSET Reading score of 42 OR minimum CPT Reading score of 80 OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**PHY 131 Physics-Mechanics** 3 2 0 4
Prerequisites: MAT 121 or MAT 161 or MAT 171 or MAT 175
Corequisites: None

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. *This course may meet the SACS natural science requirement for AGE, AAS, DIP, or CER degree programs.*

**PHY 132 Physics-Elec & Magnetism** 3 2 0 4
Prerequisites: PHY 131
Corequisites: None

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. *This course may meet the SACS natural science requirement for AGE, AAS, DIP, or CER degree programs.*

**PHY 151 College Physics I** 3 2 0 4
Prerequisites: MAT 161 or MAT 171 or MAT 175
Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. *This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**PHY 152 College Physics II** 3 2 0 4
Prerequisites: PHY 151
Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course may meet the SACS natural science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**PLU 111 Intro to Basic Plumbing** 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

**POL 110 Intro Political Science** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs..*

**POL 120 American Government** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading or a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics

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include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**POL 210 Comparative Government** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. *This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**POL 220 International Relations** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading or a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nationstates. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, nongovernmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

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**PSY 118 Interpersonal Psychology** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development. *This course may meet the SACS social/behavioral science requirement for AGE, AAS, DIP, or CER degree programs.*

**PSY 150 General Psychology** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or in RED 090)
Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. *This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**PSY 241 Developmental Psychology** 3 0 0 3
Prerequisites: PSY 150
Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs*

**PSY 259 Human Sexuality** 3 0 0 3
Prerequisites: PSY 150
Corequisites: None

This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually

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transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS social/behavioral science requirement for AGE, AAS, DIP, or CER degree programs.*

**PSY 263 Educational Psychology** 3 0 0 3
Prerequisites: PSY 150
Corequisites: None

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS social/behavioral science requirement for AGE, AAS, DIP, or CER degree programs.*

**PSY 265 Behavioral Modification** 3 0 0 3
Prerequisites: PSY 150
Corequisites: None

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

**PSY 281 Abnormal Psychology** 3 0 0 3
Prerequisites: PSY 150
Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavior science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

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**RAD 110 Rad Intro & Patient Care** 2 3 0 3
Prerequisites: Enrollment in Radiography program
Corequisites: RAD 111 and RAD 151

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

**RAD 111 RAD Procedures I** 3 3 0 4
Prerequisites: Enrollment in the Radiography program
Corequisites: BIO 168

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

**RAD 112 RAD Procedures II** 3 3 0 4
Prerequisites: BIO 168
Corequisites: BIO 169

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

**RAD 121 Radiographic Imaging I** 2 3 0 3
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: None

This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality.

**RAD 122 Radiographic Imaging II** 1 3 0 2
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 131 and RAD 171

This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images.

**RAD 131 Radiographic Physics I** 1 3 0 2
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 171

This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography.

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Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.

**RAD 151 RAD Clinical Ed I** 0 0 6 2
Prerequisites: Enrollment in the Radiography program
Corequisites: RAD 110 and RAD 111

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 161 RAD Clinical Ed II** 0 0 15 5
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 121

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 171 RAD Clinical Ed III** 0 0 12 4
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 131

This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 211 RAD Procedures III** 2 3 0 3
Prerequisites: RAD 112
Corequisites: RAD 231, RAD 241, and RAD 251

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas.

**RAD 231 Radiographic Physics II** 1 3 0 2
Prerequisites: RAD 171
Corequisites: RAD 211, RAD 241, and RAD 251

This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.

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**RAD 241 Radiation Protection** 2 0 0 2
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 251

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

**RAD 245 Radiographic Analysis** 2 3 0 3
Prerequisites: RAD 251
Corequisites: RAD 261

This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.

**RAD 251 RAD Clinical Ed IV** 0 0 21 7
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 241

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 261 RAD Clinical Ed V** 0 0 21 7
Prerequisites: RAD 251
Corequisites: RAD 245

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives..

**REA 101 Intro Real Est App R-1** 2 0 0 2
Prerequisites: None
Corequisites: None

This course introduces the entire valuation process, with specific coverage of residential neighborhood and property analysis. Topics include basic real property law, concepts of value and operation of real estate markets, mathematical and statistical concepts, finance, and residential construction/design. Upon completion, students should be able to demonstrate adequate preparation for REA 102. This course is required for the Real Estate Appraisal certificate.

**REA 102 Valuation Prin & Prac R-2** Class 2 Lab 0 Clinical 0 Credit 2
Prerequisites: REA 101
Corequisites: None

This course introduces procedures used to develop an estimate of value and how the various principles of value relate to the application of such procedures. Topics include the sales comparison approach, site valuation, sales comparison, the cost approach, the income approach, and reconciliation. Upon completion, students should be able to complete the Uniform Residential Appraisal Report (URAR).

**REA 103 Applied Res Prop Val R-3** Class 1 Lab 0 Clinical 0 Credit 1
Prerequisites: REA 102
Corequisites: None

This course covers the laws and standards practiced by appraisers in the appraisal of residential 1-4 unit properties and small farms. Topics include Financial Institutions Reform and Recovery Enforcement Act (FIRREA), Uniform Standards of Professional Appraisal Practice (USPAP), and North Carolina statutes and rules. Upon completion, students should be able to demonstrate eligibility to sit for the NC Appraisal Board license trainee examination and to enroll in REA 201.

**REA 104 USPAP R-4** Class 1 Lab 0 Clinical 0 Credit 1
Prerequisites: REA 103
Corequisites: None

This course covers the laws and standards practiced by appraisers in the appraisal of residential 1-4 unit properties and small farms. Topics include Uniform Standards of Professional Appraisal Practice (USPAP), and North Carolina statutes and rules. Upon completion, students should be able to sit for the National USPAP examination and to enroll in REA 201.

**REA 201 Intro Income Prop App G-1** Class 2 Lab 0 Clinical 0 Credit 2
Prerequisites: REA 104
Corequisites: None

This course introduces concepts and techniques used to appraise real estate income properties. Topics include real estate market analysis, property analysis and site valuation, how to use financial calculators, present value, NOI, and before-tax cash flow. Upon completion, students should be able to estimate income property values using direct capitalization and to sit for the NC Certified Residential Appraiser examination.

**REA 202 Adv Inc Capital Proc G-2** Class 2 Lab 0 Clinical 0 Credit 2
Prerequisites: REA 201
Corequisites: A financial calculator is required for this course

This course expands direct capitalization techniques and introduces yield capitalization. Topics include yield rates, discounted cash flow, financial leverage, and traditional yield capitalization formulas. Upon completion, students should be able to estimate the value of income producing property using yield capitalization techniques.

**REA 203 Applied Inc Prop Val G-3** Class 2 Lab 0 Clinical 0 Credit 2
Prerequisites: REA 202
Corequisites: None

This course covers the laws, rules, and standards pertaining to the principles and practices applicable to the appraisal of income properties. Topics include FIRREA, USPAP, Uniform Commercial and Industrial Appraisal Report (UCIAR) form, North Carolina statutes and rules, and case studies. Upon completion, students should be able to prepare a narrative report that conforms to the USPAP and sit for the NC Certified General Appraisal examination.

**REL 110 World Religions** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**REL 111 Eastern Religions** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**REL 112 Western Religions** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive*

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*Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**REL 211 Intro to Old Testament** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**REL 212 Intro to New Testament** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**REL 221 Religion in America** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

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**RLS 112 Real Estate Fundamentals** 5 0 0 5
Prerequisites: None
Corequisites: None

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.

**RLS 113 Real Estate Mathematics** 2 0 0 2
Prerequisites: None
Corequisites: None

This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.

**RLS 117 Real Estate Broker** 4 0 0 4
Prerequisites: RLS 112
Corequisites: None

This course consists of advanced-level instruction on a variety of topics related to Real Estate law and brokerage practices. Topics include: real estate brokerage, finance and sales, RESPA, fair housing issues, selected NC Real Estate License Law and NC Real Estate Commission Rule issues. Upon completion, students should be able to demonstrate knowledge of real estate brokerage, law and finance.

**SEC 110 Security Concepts** 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

**SOC 210 Introduction to Sociology** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations.

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Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**SOC 213 Sociology of the Family** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change.
*This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/ behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**SOC 220 Social Problems** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**SOC 230 Race and Ethnic Relations** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/ behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

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**SOC 232 Social Context of Aging** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course provides an overview of the social implications of the aging process. Emphasis is placed on the roles of older adults within families, work and economics, politics, religion, education, and health care. Upon completion, students should be able to identify and analyze changing perceptions, diverse lifestyles, and social and cultural realities of older adults. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS social/behavioral science requirement for AGE, AAS, DIP, or CER degree programs.*

**SOC 234 Sociology of Gender** 3 0 0 3
Prerequisites: SOC 210
Corequisites: None

This course examines contemporary roles in society with special emphasis on recent changes. Topics include sex role socialization, myths and stereotypes, gender issues related to family, work, and power. Upon completion, students should be able to analyze modern relationships between men and women. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS social/ behavioral science requirement for AGE, AAS, DIP, or CER degree programs.*

**SOC 240 Social Psychology** 3 0 0 3
Prerequisites: Proficiency in reading (minimum ASSET 42 or CPT 80 on Reading OR a grade of "C" or better in ENG 095 or RED 090)
Corequisites: None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **SOC 242 Sociology of Deviance** | 3 | 0 | 0 | 3 |

Prerequisites: SOC 210
Corequisites: None

This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS social/ behavioral science requirement for AGE, AAS, DIP, or CER degree programs.*

| | | | | |
|---|---|---|---|---|
| **SON 110 Intro to Sonography** | 1 | 3 | 3 | 3 |

Prerequisites: None
Corequisites: None

This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.

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|---|---|---|---|---|
| **SON 111 Sonographic Physics** | 3 | 3 | 0 | 4 |

Prerequisites: CVS 163 or SON 110
Corequisites: None

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.

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|---|---|---|---|---|
| **SON 120 SON Clinical Ed I** | 0 | 0 | 15 | 5 |

Prerequisites: SON 110
Corequisites: None

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

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|---|---|---|---|---|
| **SON 121 SON Clinical Ed II** | 0 | 0 | 15 | 5 |

Prerequisites: SON 120
Corequisites: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **SON 130 Abdominal Sonography I** | 2 | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.

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|---|---|---|---|---|
| **SON 131 Abdominal Sonography II** | 1 | 3 | 0 | 2 |

Prerequisites: SON 130
Corequisites: None

This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.

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|---|---|---|---|---|
| **SON 140 Gynecological Sonography** | 2 | 0 | 0 | 2 |

Prerequisites: SON 110
Corequisites: None

This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

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|---|---|---|---|---|
| **SON 220 SON Clinical Ed III** | 0 | 0 | 24 | 8 |

Prerequisites: SON 121
Corequisites: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

| | | | | |
|---|---|---|---|---|
| **SON 221 SON Clinical Ed IV** | 0 | 0 | 24 | 8 |

Prerequisites: SON 220
Corequisites: None

This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

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|---|---|---|---|---|
| **SON 225 Case Studies** | 0 | 3 | 0 | 1 |

Prerequisites: SON 110 or CVS 163
Corequisites: None

This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to

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current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.

**SON 241 Obstetrical Sonography I** 2 0 0 2
Prerequisites: SON 110
Corequisites: None

This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

**SON 242 Obstetrical Sonography II** 2 0 0 2
Prerequisites: SON 241
Corequisites: None

This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

**SON 250 Vascular Sonography** 1 3 0 2
Prerequisites: SON 111
Corequisites: None

This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.

**SON 289 Sonographic Topics** 2 0 0 2
Prerequisites: SON 220
Corequisites: SON 221

This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

**SPA 111 Elementary Spanish I** 3 0 0 3
Prerequisites: A grade of "C" or better in ENG 085 or RED 080 OR a minimum ASSET Reading score of 39 OR a minimum CPT Reading score of 57
Corequisites: SPA 181

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the second SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**SPA 112 Elementary Spanish II** 3 0 0 3
Prerequisites: SPA 111
Corequisites: SPA 182

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the second SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**SPA 120 Spanish for the Workplace** 3 0 0 3
Prerequisites: None
Corequisites: None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

**SPA 141 Culture and Civilization** 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**SPA 151 Hispanic Literature** 3 0 0 3
Prerequisites: ENG 111
Corequisites: None

This course includes selected readings by Hispanic writers. Topics include fictional and non-fictional works by representative authors from a variety of genres and literary periods. Upon completion, students should be able to analyze and discuss selected texts within relevant cultural and historical

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contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**SPA 161 Cultural Immersion** 2 3 0 3
Prerequisites: SPA 111
Corequisites: None

This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS social/ behavioral science requirement for AGE, AAS, DIP, or CER degree programs.*

**SPA 181 Spanish Lab 1** 0 2 0 1
Prerequisites: A grade of "C" or better in ENG 085 or RED 080 or a minimum ASSET Reading score of 39 OR a minimum CPT Reading score of 57
Corequisites: SPA 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the second SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**SPA 182 Spanish Lab 2** 0 2 0 1
Prerequisites: SPA 181
Corequisites: SPA 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the second SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

**SPA 211 Intermediate Spanish I** 3 0 0 3
Prerequisites: SPA 112
Corequisites: SPA 281

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**SPA 212 Intermediate Spanish II** 3 0 0 3
Prerequisites: SPA 211
Corequisites: SPA 282

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities/fine arts requirement for AA, AS, AFA, AGE, AAS, DIP, or CER degree programs.*

**SPA 215 Spanish Phonetics/Structure** 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of the Spanish language, phonology, morphology, and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English languages.

**SPA 221 Spanish Conversation** 3 0 0 3
Prerequisites: SPA 212
Corequisites: None

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **SPA 231 Reading and Composition** | 3 | 0 | 0 | 3 |

Prerequisites: SPA 212
Corequisites: None

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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| **SPA 281 Spanish Lab III** | 0 | 0 | 0 | 1 |

Prerequisites: SPA 182
Corequisites: SPA 211

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

| | | | | |
|---|---|---|---|---|
| **SPA 282 Spanish Lab IV** | 0 | 2 | 0 | 1 |

Prerequisites: SPA 281
Corequisites: SPA 212

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER degree programs.*

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|---|---|---|---|---|
| **SPI 113 Intro. to Spanish Interpreting** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **SPI 114 Analytical Skills Spanish Interpreting** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between Spanish and English.

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|---|---|---|---|---|
| **SPI 213 Review of Grammar** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.

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|---|---|---|---|---|
| **SPI 214 Intro to Translation** | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

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| **SPI 245 Community Interpreting I** | 2 | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course is designed to expose students to interpreting in areas such as social services, business and industry. Emphasis is placed on the development of social services, business and industry vocabulary through role-play. Upon completion, students should be able to consecutively interpret basic messages in a variety of social services, business and industry situations.

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|---|---|---|---|---|
| **TRF 110 Intro Turfgrass Cult & ID** | 3 | 2 | 0 | 4 |

Prerequisites: None
Corequisites: None

This course provides an in-depth study of turfgrass. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion,

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students should be able to identify turfgrass species through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas.

**TRP 100 Truck Driver Training** 6 18 0 12
Prerequisites: None
Corequisites: None

This course provides training in inspecting and driving tractor trailers and assuming driver responsibilities on the road and at pickup and delivery points. Emphasis is placed on defensive driving, federal motor carrier safety regulations, trip planning, cargo handling, vehicle systems, hours of service, and accident prevention. Upon completion, students should be able to demonstrate the skills required for the commercial driver's license and employment.

**WEB 110 Internet/Web Fundamentals** 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces basic markup language, various navigational tools and services of the Internet. Topics include creating web pages, using Internet protocols, search engines, file compression/decompression, FTP, E-mail, listservers, and other related topics. Upon completion, students should be able to deploy a web-site created with basic markup language, retrieve/decompress files, e-mail, FTP, and utilize other Internet tools.

**WEB 210 Web Design** 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web pages.

**WEB 240 Internet Security** 2 2 0 3
Prerequisites: WEB 110 and CIS 110 or CIS 111 and SEC 110
Corequisites: None

This course covers security issues related to Internet services. Topics include the operating system and the Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.

**WEB 285 Emerging Web Technologies** 2 2 0 3
Prerequisites: None
Corequisites: None

This course will explore, discuss, and research emerging technologies in the web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, and discussion of practical implications of these emerging fields. Upon completion, students should be able to articulate issues relating to these technologies.

**WLD 110 Cutting Processes** 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

**WLD 112 Basic Welding Processes** 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

**WLD 115 SMAW (Stick) Plate** 2 9 0 5
Prerequisites: None
Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

**WLD 116 SMAW (Stick) Plate/Pipe** 1 9 0 4
Prerequisites: WLD 115
Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

**WLD 121 GMAW (MIG) FCAW/Plate** 2 6 0 4
Prerequisites: None
Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **WLD 131 GTAW (TIG) Plate** | 2 | 6 | 0 | 4 |

Prerequisites: None
Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **WLD 132 GTAW (TIG) Plate/Pipe** | 1 | 6 | 0 | 3 |

Prerequisites: WLD 131
Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **WLD 141 Symbols & Specifications** | 2 | 2 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **WLD 143 Welding Metallurgy** | 1 | 2 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **WLD 215 SMAW (Stick) Pipe** | 1 | 9 | 0 | 4 |

Prerequisites: WLD 115 or WLD 116
Corequisites: None

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

| | Class | Lab | Clinical | Credit |
|---|---|---|---|---|
| **WLD 231 GTAW (TIG) Pipe** | 1 | 6 | 0 | 3 |

Prerequisites: WLD 132
Corequisites: None

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.

# *Administration and Faculty*

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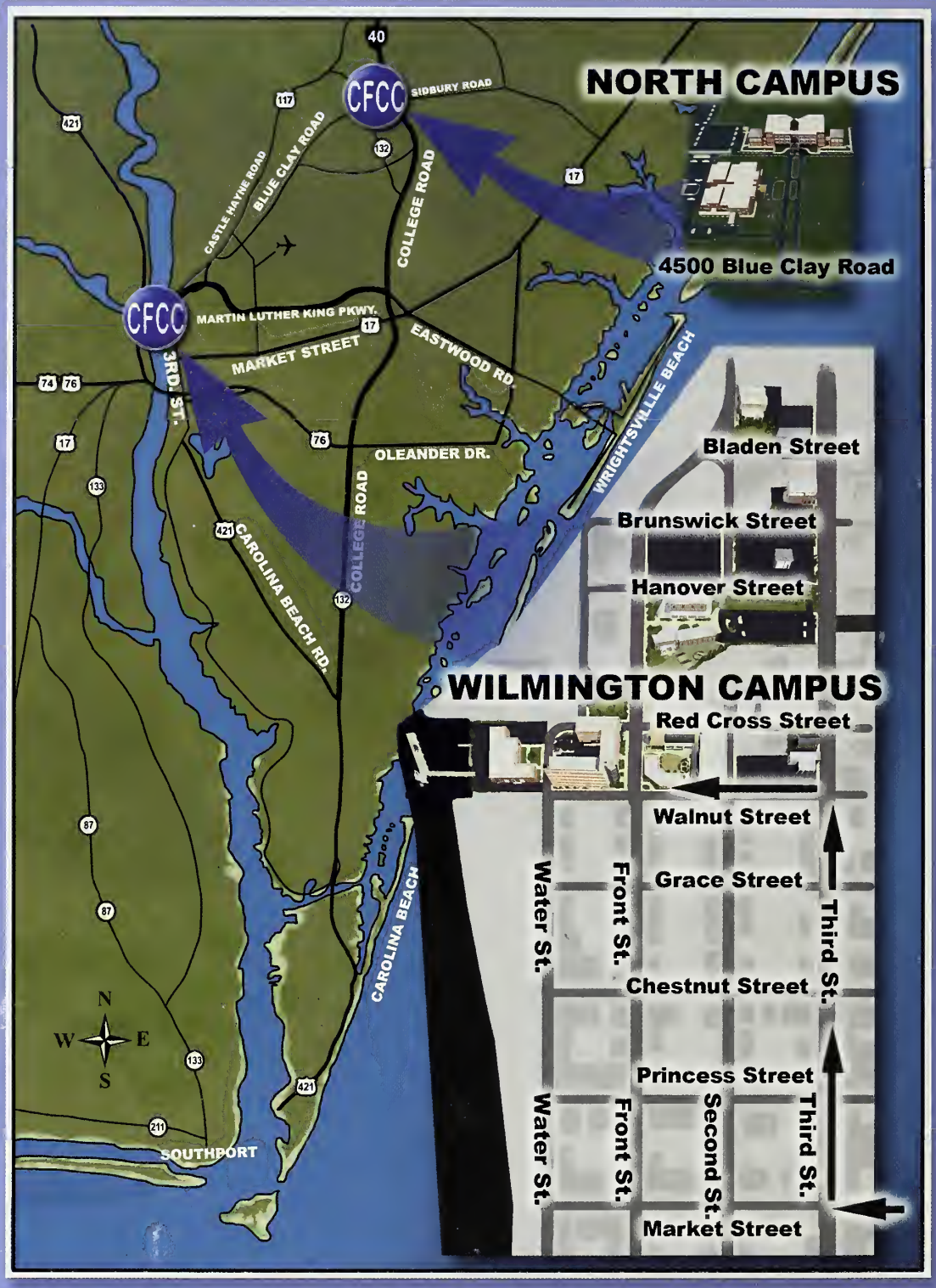


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